



MYP Certificate Guidelines

2019 - 2020



**BRITISH
INTERNATIONAL
SCHOOL**
OF STAVANGER

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1. What is the MYP Certificate?

The MYP certificate is an academic credential issued by the International Baccalaureate (IB). The certificate looks exactly the same as the IB Diploma, except it is a different colour. It is increasingly becoming recognized around the world, in universities and high schools, as a valuable qualification for students completing the compulsory stage of their secondary education. It is particularly important in countries where it is normal to have an external qualification/examination for students in year 10 or 11; for example the British GCSE or IGCSE.

The IB has established a relationship with the education authorities in Scandinavian countries to increase their understanding of the MYP certificate and to promote its recognition with the universities alongside the IB Diploma. This year is the second year of certification for BISS; currently, only one other school in Norway is offering this credential.

The MYP certificate is awarded based on a combination of the school's internal summative assessment and external assessment via digital examinations at the end of the MYP5 year. This allows students to exhibit their knowledge and skills learned over the course of the MYP through portfolio work as well as in diverse online assessments within a conceptual setting.

This gives the IB the quality control it needs to ensure that an MYP certificate from BISS is just as rigorous and as highly- respected as one from any other MYP school in the world. At the same time, our school gets an annual evaluation of the quality of our MYP5 curriculum/assessment.

MYP eAssessment is regulated by England's Office of Qualifications and Examinations Regulation (Ofqual) assuring schools, parents and students that the MYP eAssessment meet strict quality standards.

Currently, the cost for the complete exam session for 2020 is approximately 4300 kroner (£450).

ALL students will receive a MYP Course Results document* which shows IB-endorsed grade results in all MYP subjects at the end of year 5 of the programme.

** The MYP Course Results document is available to every student, even if he/she has not fulfilled all requirements (e.g. pass mark, course completion, service as action, attendance).*

2. Requirements for the Certificate

i) Pass Mark

A candidate must gain at least 28 points overall to achieve the MYP certificate providing the following requirements have been met:

- Up to 7 points can be obtained for each subject from the eAssessments (e-examinations and the e-portfolios), one from each of the six subject groups*, but the grade must be 3 or above (*the six subject groups are - 1. Language and literature, 2. Language Acquisition, 3. Individuals and Societies, 4. Mathematics, 5. Sciences & 6. Design).
- The IDU eAssessment, contributes up to 7 points but the grade must be 3 or above.
- The Personal Project contributes up to 7 points but the grade must be 3 or above.

ii) Service as Action

The student must meet the school's requirements for Service as Action.

MYP students must participate each year in service with and for their community. Through engagement with service as action, MYP students can make have a positive difference in the lives of others and in the world around them.

	Student Competencies	Consolidating (MYP4 + 5)
Awareness	Awareness and understanding of culture, Intercultural understanding and international mindedness (awareness and global value)	<ul style="list-style-type: none">• Effectively employ perspectives to help make judgements and value statements regarding intercultural understanding.• Analyse and discuss the relationship that exists between the understanding of the culture and being international minded
	Consider the ethical implications of their actions (ethics)	<ul style="list-style-type: none">• Students reflect on action and service as a responsibility, considering the ethical implications of activity and inactivity within a community on a local and global level.
Involvement	Persevere in action (as participants and leaders)	<ul style="list-style-type: none">• Demonstrate evidence of sustained, meaningful participation which clearly shows leadership through action.• Independently examine obstacles to success and employ effective skills in maintaining level of commitment to activities developed/ chosen.
	Discuss, evaluate and plan student initiated activities (initiative)	
Reflection	Work collaboratively with others (collaboration)	<ul style="list-style-type: none">• Evaluate the success of the ways in which collaborative skills were employed to plan or execute activities.
	Become aware of their own strengths and areas for growth (challenge)	<ul style="list-style-type: none">• Evaluate their own strengths and seek to further develop them to enhance the impact of their participation.• Critically reflect on their areas for growth and develop meaningful strategies for improving these.• Examine the transferable skills/knowledge from topics learned and meaningful actions performed.• Use global contexts to help frame their discussions.
	Undertake challenges to develop new skills (new skills)	<ul style="list-style-type: none">• Seek opportunities to undertake challenges to further develop learner profile and/or ATL skills, demonstrating a well-developed level of self awareness.

Reflection: An integral part of the Service as Action programme at BISS is the reflection that you make as a result of your service; its impact on you; your personal development and learning. Making connections to the above areas will allow you to demonstrate this.

Deadlines: Students are assessed for their completion of the Service as Action learning outcomes based on personal reflections. These are logged on our ManageBac system and are a formal part of each term's report.

The final reflection for the year is meant to be complete no later than 1st May 2020 for the Community Service component to be evaluated by the MYP and Service as Action Coordinators.

iii) Course Completion

The student must have fully completed the last year of the MYP.

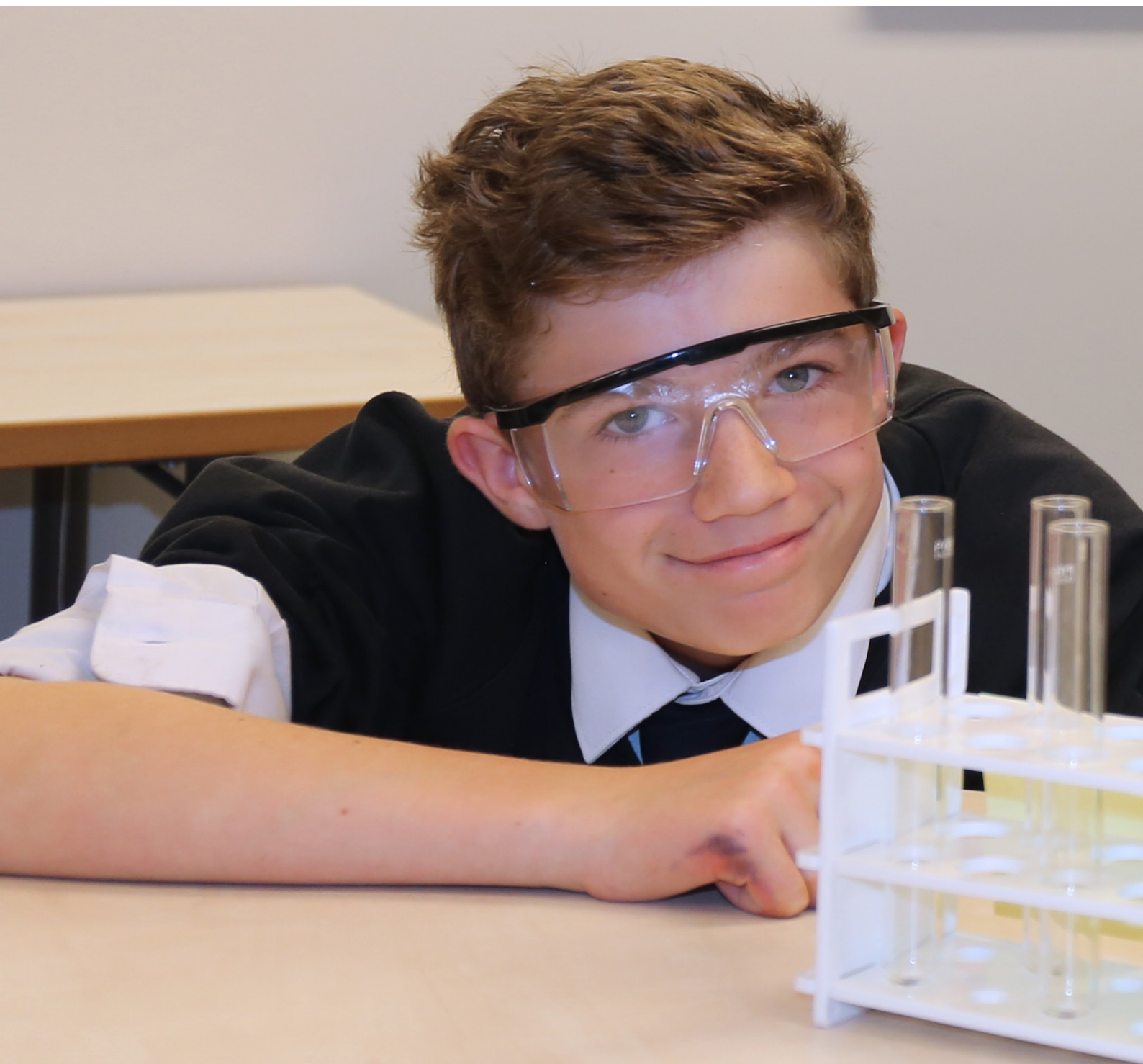
This may be in any authorized MYP school, not necessarily BISS. The IB recommends the student complete the last two years of the program.

Students cannot simply submit the e-portfolio tasks and/or sit the e-exam and do no other work for the course.

To complete a course, the student should complete each of the summative tasks i.e. all the major assignments. Formative or non-assessed tasks are a matter between the teacher and the student. The failure to complete major assignments will jeopardize the student's chances of success.

Attendance also plays a role in course completion: students who miss more than 10 % of the classes for any subject may risk being withdrawn from the session (in addition to having a negative impact on VG1 records within the Norwegian system).

This provision does not include days where students miss school due to illness or due to other extraordinary circumstances which have met the approval of the Principal.



3. Personal Project Overview

The MYP personal project helps students develop confidence as principled life long learners. Students in the final year of the programme explore an area of personal interest over an extended period. Students use the engagement with practical explorations to write a report that is assessed by their supervisor and then externally moderated by the IB to ensure a globally-consistent standard of excellence.

The Personal Project grade contributes up to 7 points of the passmark but the grade should be 3 or above.

Time-line of completion dates

Date	Task
April 2019	Preliminary meetings with MYP4
6th-7th May 2019	<ul style="list-style-type: none">• MYP4 off timetable• Personal Project Launch• Create road maps• Panel Presentations• (present your ideas to the teachers)• Finalised road map and indicative bibliography to projects coordinator• Research skills• Supervisors allocated
7th June 2019 (2 hour session with coordinator, go through handbook, sign contract)	<ul style="list-style-type: none">• Students MUST have met with their supervisor• Planned for summer• Provided an annotated bibliography,• Provided an updated road map and Gantt chart, time plan or other online project app or diary or paper copy
First week back in August 2019	Project Workshop
2nd October 2019	Personal project exhibition evening (product must be complete by this date)
14th October 2019	Students start report writing
22nd November 2019	FULL DRAFT of project report due to supervisor
by 3rd December 2019	Feedback on draft from supervisor
17th December 2019	Students to hand in the completed project and product today – FINAL HAND IN

4. E-assessment Schedule

The eAssessments = e-examinations and the e-portfolio subjects.

Students participate in five online digital exams:

1. Integrated Humanities (Individuals & Societies),
2. Language & Literature,
3. Mathematics (standard level),
4. Integrated Sciences, and
5. Interdisciplinary Studies (IDU).

These dates are fixed as seen on the list below and will be placed on the ManageBac for easy reference.

Weeks 20 and 21 will be considered 'exam weeks' for all MYP5 Certificate students and regular class schedules will not apply on the days of exams.

Since the schedule for e-assessments is globally set, exams that occur on holidays are firm and all students are expected to attend. More detailed information regarding student conduct and expectations for the exam sessions will be available to students beginning in February 2019.

IB Middle Years Programme

May 2020 examination schedule

Morning examinations must start after 0700 hours and finish by 1300 hours local time.
Afternoon examinations must start after 1200 hours and finish by 1800 hours local time.

All examinations are of two hours duration

An examination cannot be rescheduled without authorization from the Assessment Division, IB Global Centre, Cardiff.

Tuesday 12 May	
Morning	Afternoon
Spanish language and literature	Integrated Humanities (in English and French)
Thursday 14 May	
Morning	Afternoon
Chinese language and literature	Mathematics (in English, French and Spanish) Extended mathematics (in English and French)
Friday 15 May	
Morning	Afternoon
English language and literature	Korean language and literature
Thursday 21 May	
Morning	Afternoon
Integrated Sciences (in English, French and Spanish)	Physics (in English and French)
Friday 22 May	
Morning	Afternoon
(no examination)	Interdisciplinary learning (in English, French and Spanish)

5. E-examinations requirements

Conduct in the MYP on-screen examinations

Notice to candidates

General

1. Candidates must know their school code and six-character alpha-numeric personal code.
2. When instructed to enter the examination room, candidates must do so in a quiet and orderly manner.
3. No form of refreshment may be taken into the examination room. (At the discretion of the coordinator, drinking water is permitted.)
4. Candidates may take to their desk/table only the following:
 - A pen and/or pencil for making rough/scratch notes
 - A translating dictionary for non-language examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted)

If required by the coordinator/invigilator, any dictionary brought into an examination must be available for inspection.

5. The coordinator/invigilator will decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator/invigilator and remain seated until permission is given to leave the examination room.
6. The instructions of the coordinator/invigilator must be obeyed. The coordinator/invigilator has the right (at any time) to expel from the examination room any candidate whose behaviour is interfering with the proper conduct of the examination.
7. Five minutes' reading time is permitted for all examinations; candidates will not be able to enter responses during this time.

Arrival

8. Candidates should arrive at least 10 minutes before the start of an examination.
9. Candidates arriving after an examination has started may not be permitted entry.

Temporary absence

10. In cases of emergency, at the discretion of the coordinator/invigilator, a candidate may be allowed to leave the examination room and return. The temporary absence of a candidate will be recorded by the coordinator/invigilator.
11. A candidate will be supervised during a temporary absence from the examination room. There must be no communication with any person other than the person who is supervising the candidate.
12. During a temporary absence the candidate must not take any material out of the examination room, have access to material during the absence, or return with any material.

Academic misconduct

13. During the examination, and at other times specified by the coordinator/invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute academic misconduct, resulting in appropriate action by the IB.
14. All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute academic misconduct, resulting in appropriate action by the IB. The impersonation of another candidate will be treated as a breach of regulations.
15. If a candidate finds that he/she has accidentally taken unauthorized material into an examination (for example, a cell/mobile phone), this material must be given to the coordinator/invigilator immediately. Failure to do so may lead to an allegation of academic misconduct against the candidate.
16. No candidate is permitted to borrow anything from another candidate during an examination.
17. A candidate attempting either to gain or solicit information about the content of an examination within 24 hours of the examination ending will be in breach of IB regulations and may not receive a grade for the subject concerned.

Early departures

18. Candidates will not be allowed to leave the examination room during the first hour or during the last 15 minutes of any examination.
19. If a candidate leaves the examination before the scheduled finishing time, the candidate will not be allowed to return.

End of the examination

20. Candidates must give any rough/scratch paper to the coordinator/invigilator at the end of the examination.
21. Candidates must leave the examination room in a quiet and orderly manner.
22. Candidates must not disclose or discuss the content of any examination with any person outside their immediate school community within 24 hours of an examination ending. This includes any form of communication, whether verbal, written or electronic (be that through social media or direct contact).

If you do not understand these regulations please contact your Middle Years Programme coordinator.

On-screen exams: information for candidates

What should I do in advance of the exam?

- Ensure that you have fully familiarised yourself with the on-screen exam software
- If you will be using your own personal laptop for an exam, make it available to your coordinator so a “compatibility check” can be conducted
- Ensure that you have a copy of the exam timetable and know where and when each of your exams is scheduled
- Learn your six-character candidate code, which you will need to log in to the exam
 - *But don’t worry if you do forget it on the day – your invigilator will have it too*
- Read thoroughly the *Notice to candidates*, a copy of which should be provided by your coordinator
 - *Pay particular attention to the information about academic misconduct – if you are caught in breach of these regulations you may forfeit your right to a grade*

What should I bring to the exam?

- A pair of headphones (for listening to videos/audio within the exam)
 - *These cannot be wireless*
- A pen and/or pencil for writing rough/scratch notes
 - *Paper will be available upon request in the exam room*
- Water is allowed, but please check with your coordinator first

What items are not allowed in the exam?

- Hand-held calculators
 - *There is an application available within the exam*
- Any electronic equipment
 - *Such as your mobile/cell phone, smart watch or smart glasses*
- Any notes, books, guides etc.

What should I do before the exam begins?

- If you are using your own personal laptop to sit the exam, ensure it is provided to the coordinator fully charged (and, if possible, always include the power cable)
- Arrive on time – you may not be allowed to sit the exam if you arrive late
 - *If you are running late, contact your school to let them know, if possible*
- Before you enter the exam room, complete a final check of your pockets, to make sure you are not carrying any unauthorized material
- Listen carefully to any instructions or announcements made by your coordinator and/or the invigilator

What about during the exam?

- Read all instructions carefully
- The five minutes reading time (provided before the exam begins) is a perfect opportunity to familiarize yourself with the layout of the exam
 - *You won't be able to write any answers during this time*
- A clock is viewable in the top-right corner of your screen
 - *Though you can hide it if preferred, and the invigilator will announce when there are 60, 30 and 5 minutes remaining of the exam*
- There is an option in the exam to quit early but only do so if you are sure that you have completed as many answers as possible
 - *The option is not available during the first 60 minutes or last 15 minutes of the exam, as you are not allowed to leave during these times*
 - *Once you have quit the exam and left the exam room you will not be allowed to return*
- If you experience any problems or require assistance, put your hand up to attract the invigilator's attention

What should I do once the exam has ended?

- Remain seated until instructed otherwise
- Complete the optional 10-minute Reflection Journal if you wish
- Hand in any rough/scratch paper (used or unused)
- Do not take any laptop away from the exam room after the exam has ended – even if it is your own
 - *You should have arranged with your coordinator a convenient time to retrieve it later*
- Do not discuss the content of the exam with anybody outside your immediate school cohort within 24 hours of the exam ending

Good luck!

6. Academic Honesty - Expectations for MYP Certificate

Those students who qualify for their MYP certificate are expected to apply all the skills for academic honesty that they have acquired throughout the MYP. E-portfolio subjects and online examinations require students to adhere to the regulations set out by the IB.

As indicated in our school's Academic Honesty policy, MYP certificate students are expected to:

- Use in-text parenthetical referencing for any source material used (text or image)
- Understand plagiarism and intellectual property as well as the consequences of academic dishonesty
- Use academic honesty forms where appropriate to formally declare the work completed is authentic
- Follow rules for examination sessions as published by the IB
-

i) Referencing

MYP5 students are expected to use correct and appropriate referencing in all subject areas, according to Harvard style referencing. As well as including accurate lists of works cited, references or bibliographies at the end of documents, students must acknowledge sources within the body of their texts. They must also acknowledge the sourcing of images and any other intellectual property used in their own work.

ii) Malpractice

The IB's definition of malpractice is: "behaviour that results in, or may result in, the [student] or any other [student] gaining an unfair advantage in one or more assessment component. Malpractice includes:

- *Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own*
- *Collusion: this is defined as supporting malpractice by another [student], as in allowing one's work to be copied or submitted by assessment by another*

- *Collusion: this is defined as supporting malpractice by another [student], as in allowing one's work to be copied or submitted by assessment by another*
- *Duplication of work: this is defined as the presentation of the same work for different assessment components*
- *Any other behaviour that gains an unfair advantage for a [student] or that affects the results of another [student].*

Some [students] seem to believe that because the internet is in the public domain and largely uncontrolled, information can be taken from websites without the need for acknowledgement. On the contrary, candidates must record the addresses of all websites from which they obtain information during their research, including the date when each website was accessed. The URL constitutes the website address for this purpose. Simply stating the search engine that was used to find the website is not acceptable and does not constitute a form of acknowledgement. The requirement to cite the source of material includes the copying of maps, photographs, illustrations, data, graphs and so on. For example, to cut and paste a graph from a website without acknowledging its source constitutes plagiarism. CD-Roms, DVDs, email messages and any other electronic media must be treated in the same way as the internet, books and journals.

... Copying works of art, whether music, film, dance, theatre arts or visual arts, without proper acknowledgement, may also constitute plagiarism. There are circumstances where the creative use of the work of another artist is acceptable, but the original source material must always be acknowledged. [Students] must understand that passing off the work of another person as their own is not acceptable and constitutes malpractice, regardless of whether the act was intentional.

IB Guide to Academic Honesty: Diploma Programme: 3

If a student hands in work where plagiarism is apparent, due to a lack of referencing skills, the student will be given the opportunity to rectify the situation within a given period.

If a student hands in work where malpractice in the form of deliberate plagiarism or collusion is evident, the task will receive a 0 in the relevant assessment criterion, though the teacher may give some feedback to the student. In addition the issue will be referred to the MYP coordinator and an academic honesty letter will be sent home to parents. In subsequent instances of academic dishonesty, the work is once again awarded a level 0 for the relevant assessment criterion. In addition, parent will be asked to attend a meeting with the subject teacher, MYP coordinator and relevant principal. The purpose of the meeting is to determine whether there was a clear attempt to deceive on the part of the student and possible consequences that could include suspension or, in the case of persistent and deliberate malpractice, a student may be withdrawn from the relevant exam session (MYP5).

Malpractice under test conditions and externally moderated course work

If a student is suspected of cheating during a test, they will initially be given a warning. Any subsequent attempt of cheating will be considered a deliberate act of academic dishonesty and will be dealt with accordingly (see guidelines above).

In the case of the MYP certificate student's e-portfolio, if a teacher suspects that a student has engaged in a dishonest way towards the completion of their work, they will bring it to the attention of the MYP coordinator. The coordinator will meet with the student to discuss the matter and parents will be contacted. If work is submitted to the IB and is flagged as academically dishonest, the MYP coordinator will be contacted, a formal investigation will occur and the student could be prevented from obtaining their certificate.

iii) Late or missing work for e-portfolio tasks

For MYP e-portfolio assignments there are strict requirements re. the submission date.

Deadlines for Personal Project, Language Acquisition and Design will be advised well in advance, and will be posted on ManageBac. Every effort will be made to ensure tasks are well spread out and students will have every opportunity to plan their time along with their other subject work.

- Students are expected to adhere to the deadlines and are encouraged to seek assistance from their Personal Project supervisor, MYP Coordinator or form tutor if they are feeling overwhelmed or off track.
- An absence on the due date for an assignment does not change the expectation that a product will be submitted. Students must be proactive in contacting subject teachers and ensuring evidence can be emailed, uploaded, dropped off etc. to meet the deadline. Extenuating circumstances (ie. medical emergency) do occur and will be considered by the school for exceptional events.
- Prearranged absences must be addressed by the student at the time of application. Due dates for work that occur during the time of absence will be the same unless otherwise arranged by the teacher and student in advance.
- If a student is not complete with an assignment, students are advised to submit what they have achieved on the due date and receive applicable feedback with which to apply to improving the result for future tasks in that subject area.
- Students who are unable to deliver required tasks by set deadline will be brought to the attention of the MYP Coordinator who, along with the Principal and relevant subject teachers, will decide on further action taken. This may result in parent meetings, removal from the exam session, submission of failing tasks to the IB preventing from a certificate awarded.

7. Special Considerations

i) Students with Special Educational Needs

The IB believes that all candidates should be allowed to demonstrate their ability under assessment conditions that are as fair as possible. Standard assessment conditions may put candidates with learning support requirements at a disadvantage by preventing them from demonstrating their level of attainment. Inclusive assessment arrangements may be authorised in these circumstances.

Candidates with access requirements: MYP, 2015

Students at BISS who normally utilise learning support services through the school also qualify for possible access adjustments during wither/or e-portfolio subjects and digital exams. All requests for inclusive arrangements must be formally requested through the IB earl in the process of registration and require a psychological/pyscho-educational/medical report from a psychological or medical service and a second report with educational evidence from the school.

Parents for students with learning support within the school who wish to be MYP certificate candidates will be contacted by the Learning Support Coordinator prior to formal registration in the fall of each year.

ii) Withdrawing from exam session

Students are formally registered with the IB at the end of September. This involves school paying for the exam fees upfront. Since most feed are not refundable, it is important that students are committed to the process once they register.

Students wishing to be withdrawn from the process, do so in writing by a set deadline: Friday 13th September 2019.

Students who withdraw past this deadline may still be charged the full amount of the exam fees by the school.

Currently, the cost for the complete exam session is approximately 4300 kroner (£450).

If a student of not completing the course, the subject teacher along with the Personal Project Coordinator and MYP Coordinator may request a parent meeting to discuss pulling the student from the session. Failure to submit tasks, poor attendance, academic dishonesty or unwillingness to work can all be factors that lead to meetings with parents to discuss progress and suitability. In some cases, students may have their status changed from Certificate Candidate to Course Candidate to allow them to obtain course results for their Personal Project.

iii) What happens when a student fails?

Results for the exam session and the e-portfolio subjects are not released from the IB until August. At that time the MYP Coordinator will contact students to view their scores. Failing to achieve the certificate can be disappointing to students. Although we go through learning modules with all candidates about “failing well”, students may feel unhappy with their result.

At BISS, the process is optional and framed in a positive way that allows students to strive towards higher academic goals but also to consider their MYP certificate year as a “dry run” for their DP2 year. That is, they can experiment with study plans and formal exam sessions without the high stakes of the last year of secondary school in addition to completing the MYP with its highest designation. As the IB becomes increasingly digital, the online exams are an excellent way for students to practice their skills on the format which could be used in DP2.

While we do not allocate the process for students to re-sit exams at this level (this is only available to BISS students for DP2 level exams), the opportunity to submit exams for remarking is possible.

iv) Enquiry Upon Results

Upon release of the IB validated grades for the exam session, if an exam was lower than the acceptable level for meeting the requirements to obtain the MYP certificate and the student is interested in submitting a request for remark, parents will be contacted regarding the process called: Enquiry Upon Results.

This is a route that enables students and their families to resubmit material to be remarked. These are submitted by the school on behalf of the candidate. This is not always recommended but if the candidate has sufficient points to gain the certificate and is only lower in one area, sometimes the remark could be beneficial.

It is important to note that once an exam is resubmitted to the IB for remarking the process could lead to a higher or lower grade for that subject. There is also a fee of £85 attached to this process but will only be charged if the mark remains the same following the procedure. The school will notify the candidate and the family of the result after it is reissued. Before an Enquiry Upon Results request can be registered with the IB, written consent is necessary and will be issued by the MYP coordinator.

MYP Certificate Guidelines 2019 - 2020

Letter of Acknowledgement

I have read and understand the contents of the British International School of Stavanger's booklet - MYP Certificate Guidelines.

I understand the requirements for achieving an MYP certificate.

Student signature

Date

Parent signature

Date