**Re: 2018 – 2019 UWCCSC MATH DEPARTMENT POLICIES**

Dear Math students,

These are the policies that will be implemented in the UWCCSC Math Department for the SY 2018 – 2019. Your teacher will go over them with you in class. Please make sure you fully understand them, sign at the bottom of the page, scan and upload the entire document in ManageBac. Your teacher will create an assignment for this in which you can upload it.

**STUDENT TRANSFERS**

1. Students enroll to the Math class they believe that is best for them after considering important factors such as skill, interest and college requirements.
2. Students should be responsible to do their best in their class but if for one reason or another, they are convinced that there is a need to change their Math class, they may do so but should accept the following conditions:
3. Their transfer should follow the school policy.
4. They are responsible in catching up with the lessons and meeting the pending requirements of the class they are transferring to.
5. Textbooks given from their previous classes should be returned to their teacher if they are transferring to another Math class.
6. **All the grades that they have in their class will not be considered** at all in their term grade for the new class. That is, their term grade would only take into account the grades that they will have in their new class.
7. Only upon their new teacher’s discretion, they may have to take some summative assessments on previous topics that had been covered in their new class.

**ASSESSMENTS**

1. Assessments will consist of tests, projects (e.g. practice IA for DP SL and HL students) and the DP2 IA that is submitted to the IB. The dates and deadlines for these assessments will be posted in ManageBac at the beginning of the school year.
2. Tests can be either unit tests or short tests and will be collectively called “Tests”. Short tests would normally take around 15 minutes to write. All tests will all be summative and departmental. Individual teachers may give formative quizzes that will not count on the grade.
3. The assessment dates will be posted in ManageBac at the beginning of the school year.
4. An unexcused absence in an assessment will be marked with a zero.
5. Students are required to make up a missed assessment if their absence is excused. They must do so within the 2nd day they go back to classes or school, **not later**. Otherwise, they would get a mark of zero for that missed assessment.
6. Students who feel sick once they have started a test or a quiz will not have any valid reason to re-take it. That assessment will be marked with no special consideration.
7. Late submission of DP1 projects and practice IA will not be tolerated at all**. The deadlines for these assessments will always be at 4:00 pm of the deadline date.** A grade of zero will be awarded for missing the deadline and no feedback will be given to the students on these assessments.
8. For the DP2 Internal Assessment, late submission of the draft will mean no feedback given to the students for their final submission.
9. Students who miss the final DP2 Internal Assessment deadline will be referred to the Dean of Studies and the IB Diploma Coordinator and will be put in probation. The probation may consist of detention but not only limited to it. Other consequences may be imposed as well.
10. Calculation of term grades

|  |  |  |
| --- | --- | --- |
|  | TESTS | PRACTICE IA |
| 1st TERM\* | 100% | -- |
| 2ND TERM | 80% | 20% |

\* If there is a project given, then the calculation will be 80% Tests and 20% Project

1. Calculation of year-end grade

|  |  |  |
| --- | --- | --- |
| 1st TERM | 2ND TERM | YEAR-END TEST AVERAGE |
| 40% | 40% | 20% |

1. Grade boundaries\*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Further Math | 0-11 | 12-24 | 25-34 | 35-49 | 50-59 | 60-74 | 75-100 |
| Math HL | 0-14 | 15-29 | 30-39 | 40-54 | 55-66 | 67-79 | 80-100 |
| Math SL | 0-19 | 20-39 | 40-49 | 50-59 | 60-69 | 70-84 | 85-100 |
| Math Studies | 0-19 | 20-34 | 35-44 | 45-59 | 60-69 | 70-84 | 85-100 |

\*Subject to change

**PREDICTED GRADE FOR DP2**

1. Predicted grades consider the year-end and other summative grades but are **always cross-referenced with the IB grade descriptors**. It is up to the professional judgment of the teacher to make adjustments based on the grade descriptors to the year-end and summative grades in order to come out with a more appropriate predicted grade for the students.
2. The predicted grades are based on the following:
3. September: based on the year-end grade
4. December:

|  |  |
| --- | --- |
| 80%\* | % of Year-end grade (based on the percentage of the curricula covered in the first year, P) + % of recent tests (the rest of the percentage, 1-P) |
| 20% | Draft IA (SL/HL) or Final IA (Studies) |

Example: 70% of the topics have been covered in DP1 means the predicted grade would be 80% of the sum of the 70% of the year-end grade and the 30% of the recent tests plus the 20% of the draft for SL, HL or the final IA for Studies.

\*As there is no IA for Further Math, their predicted grade would be entirely based on the year-end grade and recent tests.

1. April: **based on recent assessments, i.e. tests, mock tests and final IA** (40% DP2 tests, 40% mock test and 20% final IA)

**TEXTBOOKS**

1. Students are given the textbooks needed. Students will have to sign the borrowing form to acknowledge receipt. The last 6 digits of the textbook given to me are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. It is very likely that textbooks can be swapped with other students. Students are encouraged to write in pencil their names at the back of the front cover and to take note of the last 6 digits of the barcode. Teachers will inform the DP2 students of the borrowing list with the barcode a few weeks before the IB test so that they can check whether they still have the same textbook issued to them by their teachers.
3. Students are responsible in taking good care of the books, not damaging them nor losing them.
4. Textbooks are returned after the May IB tests in the 2nd year. **The same textbook issued by the teacher should be returned otherwise it would not be considered as returned in the student’s borrowing record. In this case, it would be considered lost and the students have to pay for it.**
5. Damaging, losing or failing to return the textbook incurs charges to the school deposit that students have. The charges are based on the current costs of the textbooks that roughly range from 200 to 450 RMB.

**GDC BORROWING**

1. Teachers will teach the necessary calculator skills using the TI-84. Students with different GDC will have to learn by themselves on how to use their GDC in solving Math problems.
2. Students can borrow GDC based on availability. The serial number of the GDC that I am borrowing is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (write NA if not borrowing)
3. Similar to the textbook borrowing, students will sign the borrowing form that has the GDC serial number to acknowledge receipt and be responsible in **returning the same GDC** in the 2nd year after the May IB tests.
4. If students transfer Math classes, they do not have to return it to the teacher who gave it to them. They will keep it until the time they have to return it.
5. Teachers will inform students of the borrowing list with the serial number a few weeks before the IB test so that they can check that they still have the same GDC issued to them by their teachers.
6. Students will have to pay around 900 RMB if they lose, damage or fail to return the GDC.

**ACKNOWLEDGEMENT OF THE POLICIES**

I have read and fully understand the 2018 – 2019 UWCCSC Math Department policies outlined above.

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Student’s signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date