Approved

by the decision of the AEO Board

"Nazarbayev Intellectual Schools"

dated August 18, 2021 (Minutes No. 42)

**Rules**

**for Criteria-Based Assessment of Students’ Achievements in**

**"Nazarbayev Intellectual School in Nur-Sultan" Autonomous**

**Educational Organization "Nazarbayev Intellectual Schools"**

**1 . General Provisions**

1. The Rules for Criteria-Based Assessment of Students’ Achievements in “Nazarbayev Intellectual School in Nur-Sultan” of Autonomous Educational Organization “Nazarbayev Intellectual Schools” (hereinafter the Rules) define the order of organization and administration of student achievements criteria-based assessment.
2. The following definitions are used in the Rules:
3. **the International Baccalaureate** (hereinafter IB) is an international non-profit organization which has consultative status in the European Council and implements educational programs for primary school (Primary Years Program), secondary school  (Middle Years Program), high school (Diploma Program) and the program of professional education (Careers Programme);
4. **a grade**– a number that characterizes the level of student’s academic achievement;
5. **parallel grades –**grades of same year of education;
6. **the School Information System (hereinafter - SIS)**is a school system that allows the school to keep track of the demographic and academic data of students, control the absence and lateness of students and teachers of the school, generates status reports and semester reports for students, and also promotes effective communication between students, teachers and parents through appropriate portals for each group;
7. **assessment criteria -**learning objectives, which are converted into criteria in order to determine the educational achievements of students based on the work performed. Objectives and criteria are set by the IB;
8. **criteria-based assessment**- the process based on the comparison of academic achievements of students with clearly defined criteria, established by the IB and known to all participants of education process (students, parents or other legal representatives);
9. **formative assessment** - assessment for learning, providing the student with feedback on the current level of knowledge and skills in the course of daily work to prepare students for the summative assessment;
10. **summative assessment** – assessment conducted to determine the level of knowledge and skills that students have developed by the end of the unit;
11. **7-point grading system -**an assessment system required by the IB, according to which the level of achievements of the student is determined, and which is converted into a 5-point scale;
12. **internal assessment -**the assessment of the educational achievements of students according to the criteria established by the IB, which is conducted by the teachers of the Intellectual School;
13. e**xternal moderation**is the process by which the IB verifies student performance grades assessed by teachers in the school to ensure that the IB criteria are applied correctly and standardized for students across all IB schools. This procedure is carried out by experts from the IB;
14. **assessment standardization** - the process of assessing student work by a group of teachers to standardize assessment in order to ensure objectivity and transparency of assessment;
15. **subject guides**- IB Guides for secondary and high school subjects that contain requirements and guidelines for curriculum development, teaching and subject assessment according to the goals, objectives and criteria that are also contained in these guides**.**
16. **approaches to learning**- lifelong learning skills that are aimed at developing communication, socialization, self-management, research and thinking skills;
17. **International Baccalaureate Information System**(hereinafter IBIS) is an electronic IB system, where online registration of students is carried out to participate in the electronic assessment of the Secondary School Program (MYP e-аssessment) and external assessment of high school.
18. **provision of special conditions** - organization and creation of conditions for students with special needs during the assessment period;
19. **semester report -** a report that is written at the end of each semester based on a 7-point grading system. Additional description is given in Appendix 3 to the present Rules;
20. **status report -**a report that is created in the middle of the semester for students who have the risk of getting a grade of 3 (satisfactory) in two or more subjects or one grade of 2 (unsatisfactory) on a 5-point scale at the end of the semester. Additional description is given in Appendix 3 to the present Rules;
21. **general rules for the high school program (DP) /secondary school program (hereinafter - MYP)** - a set of DP / MYP documents that define the requirements and describe the DP/MYP procedures and are approved by the IB;
22. **MYP program**is an IB program implemented at the School in grades 7-10;
23. **interdisciplinary learning -**learning in which two or more subject (s) groups are involved, based on common concepts, global contexts, subject content or problems, resulting in a common product, which is assessed on the basis of certain the IB criteria for interdisciplinary research;
24. **personal project**is a long-term project led by grade 10 students in which they demonstrate their experience in applying the global context and approaches to learning at MYP. The project begins in grade 9 and ends in grade 10, is externally moderated by the IB and is an IB requirement for all grade 10 students;
25. **unit MYP** - a planned group of lessons, in which topics, goals, global context, key and related concepts, statement of inquiry that determines the content, structure, types of tasks of formative and  summative works are prescribed;
26. **MYP criterion**- a rubric describing the level of achievement of the MYP learning objective in a subject on a scale of 0-8;
27. **MYP achievement level**is a descriptor of the level that meets the criterion that best matches the achievement in the student's work;
28. **electronic assessment (MYP e-assessment) -**the process of working on an electronic portfolio and Personal project moderated by external examiners of the IB;
29. **electronic portfolio (e-portfolio)** - an electronic form of accumulation of works of secondary school students on computers or laptops, assessed within the school by subject teachers and samples that are sent for external moderation to the IB;
30. **The IB MYP course results document**is an official IB document that provides final grades in MYP subjects on a scale of 1-7 to all students who have been registered in SIS to take results on e-Assessment;
31. **High school Program (Diploma programme)**(hereinafter - DP) - is a two-year IB program implemented in high school;
32. **IB diploma -**a document on education which is issued to students upon fulfillment of the requirements set out in paragraph 120 of the present Rules;
33. **«Creativity, activity and service »**(hereinafter CAS)  DP component which provides the development of creative, social and communication skills of students in addition to academic subjects;
34. **Theory of Knowledge**( hereinafter ТОК) - DP component which ensures the development of critical and analytical thinking of students;;
35. **The extended essay**(hereinafter EE) - component DP research work on the chosen subject in the language of instruction, develops research skills and the ability to write essays among students;
36. **subjects of the standard level (SL), high level** (**HL**) - the levels of studying the subjects;
37. **external assessment** is a type of assessing students’ work at the end of the DP program, which is developed and regulated by the IB;
38. **external examination** is a type of external assessment in DP, where IB provides and grades student exams at the end of the high school course;
39. **examination grade** is the result of external assessment;
40. **the grade of internal assessment** is a grade determined by the IB on the basis of the teacher's assessment and external moderation of the International Baccalaureate;
41. **DP grade** is the grade that is exhibited in the student's IB diploma;
42. **the document with the results of the IB program** is an official document of the IB, in which the final DP grades are provided to all students who have been registered with the SIS to obtain a diploma;
43. **predicted grade of the IB for high school** - a predicted indicator of student performance of high school students on external assessment, which is loaded into the SIS and not provided to students;
44. **forecast grade for universities** an average grade of student performance for a certain period of learning time with the aim of providing the universities with the information about the student achievement;
45. **DP unit -** a planned group of lessons which presents topics, tasks, connection with the TOK and intercultural understanding, as well as the main idea of the unit, which determines the content, structure, types of formative works and ascertaining works;
46. **DP markscheme/ gradescheme**- a scoring scheme for a specific task based on examples from the IB;
47. **The Committee for the final award of the IB Diploma program**  is the body of the IB, which makes the decision on the award of the diploma and gives the final marks;
48. **Center for Pedagogical Measurements (hereinafter - CPM)** - an external organization in relation to the School, which conducts external assessment of the examination materials of the external assessment created by the School on the subjects “Kazakh language acquisition”, “Russian language acquisition” and “History of Kazakhstan” as well as conducts external assessment on the subjects are subject to the UNT certificate;
49. **external assessment** the procedure of assessing the 12th grades on the subjects “Kazakh language acquisition”, “Russian language acquisition” and “History of Kazakhstan” which are not covered in the DP of the IB but are the mandatory to be covered in high school, created and regulated by the School.
50. **certificate of graduation from secondary/high school -** a document on education, which is issued to students after graduation from secondary / high school;
51. **final attestation** - a procedure carried out to determine the degree of mastering academic disciplines after graduating from secondary school;
52. **report card** - a student's report document, which contains semester, annual and final grades for the current year;
53. **external assessment in the subjects required for the UNT certificate** - the procedure for assessing students in grades 12 in the subjects included in the UNT certificate;
54. **IELTS external assessment** is an international English language proficiency assessment system conducted by an authorized center.

**2. The procedure assessment in secondary school (MYP)**

1. The system of criteria-based assessment includes formative, summative assessment and external moderation (for a personal project, electronic portfolio).
2. Formative assessment in secondary school (MYP) is conducted by teachers in an ongoing basis in order to inform students about the current level of their knowledge and skills, as well as to timely adjust the educational process. Formative assessment is conducted in various forms (recitation/oral questioning, written work, practical work, etc.), where students are provided with a constant feedback. Formative assessment does not count towards semester and final grades.
3. The summative assessment in MYP is conducted during each semester to determine the level of achievement of the gained knowledge and the development of skills of students in number from one to eight, depending on the subject and subject group.
4. The results of the summative assessment, assessed in accordance with the level of achievement of the relevant criteria, are registered in SIS.
5. The semester grade is given on a 7-point scale of IB and is calculated by determining the final level of achievement for each criterion in accordance with the requirements of IB. The results for each criterion are summed up and the grade for the semester is conflated, taking into account the grade boundaries established by IB, in accordance with Appendices 1 and 3 to these Rules.
6. In cases where the students do not cover all the criteria, then the students' grade is given in accordance with Appendix 4 to these Rules.
7. The annual grade is assigned in the ratio of 40% of the grade for the 1st semester and 60% of the grade for the 2nd semester on a 7-point scale of IB, rounded off to the nearest number. A grade on a 7-point scale is converted to a grade on a 5-point scale in accordance with Appendix 2 to these Rules.
8. The grade on the national numerical five-point grading scale is assigned in student report card, considering the conversion scale of the 7-point grading scale in accordance with Appendix 2 to these Rules.
9. If summative works are performed by students at the end of the first semester after the start of filling in of semester reports, the results of these summative works can be transferred to the second semester.
10. The grades of all students are checked in the middle of the semester and students who can get a grade of 3 (satisfactory) or 2 (unsatisfactory) on a 5-point scale in two or more subjects at the end of the semester, receive a status report based on their current results in accordance with Appendix 3 to these Rules.
11. Unique materials/resources of summative assessment are developed for all classes of the same parallel. Three variants of a work are created, two of which are used during the period of the summative assessment, and the third variant is used for students who were absent on the summative assessment for a good reason. If the work expects to writing an essay, research paper, doing an oral assignment or other work that cannot be copied by students, then, at the teacher's discretion, one option can be used by the teacher for all classes in parallel.
12. The dates of the summative works are marked in the table of summative works in SIS, to which the students have access. In one school day, no more than three summative works are allowed. The project work on the day of its passing is counted as the summative work done the day before and on that day.
13. The level of students’ achievement for the summative work is assigned according to the MYP assessment criteria on a scale from 0 to 8. The overall grade for the work is not counted. Achievement level is assessed separately for each criterion. Each criterion is fully assessed once per semester, unless MYP coordinator gives permission (for example, if the number of academic hours or the number of students does not allow this requirement to be met).
14. The summative work can include several parts and be conducted over several lessons. The achievement levels for the summative work are determined based on the results obtained in each part. When making assignments, the number of criteria is determined, considering the form of the summative work. Resources, reflecting the content and structure of the summative work, assessment criteria, must be provided to students in advance before a corresponding assessment.
15. In сase of students’ absence on summative assessment, or failure to complete the assignments within the prescribed period, the teacher must:

1) promptly notify the tutor in a written form about the absence or non-fulfillment of the summative assessment by students;

2) add a comment to SIS that the task was not completed by students.

1. The summative work is conducted under the same conditions for each class in the same parallel.
2. Second performance of the summative work is not allowed.
3. In сase of students’ absence during the performance of work or non-performance of the work of the summative assessment within the prescribed period for a valid reason (if there is a medical certificate or the principal's order), the summative work students missed must be completed after his return to school in accordance with the individual schedule for the passing of the summative work, agreed with a teacher. In this case, the level of complexity of the conducted assignment should correspond to the level of complexity of the missed summative work.
4. In сase of students unexcused absence (without submitting a medical certificate, order of a principal), the right to do the missed summative work is not granted.
5. The grade for the summative work, performed out of time without valid excuse, is assessed as zero and affects the semester grade.
6. The grade for the summative work, performed untimely without valid excuse, is assessed by 0 points and affects the semester grade. In case of violations of academic honesty principles during the summative assessment, the measures of responsibility described by the Rules of academic honesty by students and the Internal Regulations for Students of Nazarbayev Intellectual Schools are applied.
7. Types of special conditions are provided for students with special needs during the period of the summative assessment, in accordance with Appendix 6 to these Rules in the presence of supporting documents (the conclusion of the medical consultative board (hereinafter - MCB), the conclusion of the medical and social assessment at the place of residence (hereinafter - POR ) or a certificate from specialized medical organizations.
8. The provision of the type of special conditions for students with special needs is approved by the order of the school principal.
9. Students with special needs are assessed in accordance with these Rules. Provision of special conditions for students with special needs should not provide an unreasonable advantage over other students.

**3. The procedure for conducting e-assessment of Grade 10 students**

1. Electronic Assessment (eAssessment) includes in-school assessment and external moderation of a personal project and an electronic portfolio in one subject for each student, according to the IB-published MYP Assessment Procedures. MYP Coordinator determines the subject of registration of students by electronic portfolio and registers students in SIS system.
2. To conduct the external moderation of the electronic portfolio and Personal project, school teachers prepare scanned copies of students' works, which were previously assessed by teachers. Grades and comments of teachers to works, as well as scanned copies of students’ works are sent to IB. The result of the electronic portfolio is not included in a second school diploma but is used to analyze the school work. The result of the Personal project is shown in the second school diploma in accordance with clause 150 of these Rules.
3. External moderation is conducted by experts from IB. Based on the results of moderation, IB may change the grade for an electronic portfolio and a Personal project both upward and downward based on the evaluation criteria. Final grades are provided to students only after IB moderation. MYP coordinator informs students about the achievement results individually.

**4. The procedure for the final attestation of grade 10 students**

1. Grade 10 students undergo final attestation upon completion of basic school (MYP).
2. Early final attestation in grade 10 is not allowed.
3. The list of subjects, form of conduction and the language of the final attestation passing are approved by order of the Chairman of Board of AEO no later than December 15 of the current academic year. The exams timing is approved by the order of the Chairman of Board of the autonomous organization of education "Nazarbayev Intellectual Schools" (hereinafter - AEO) no later than April 20 of the current academic year, with the exception of the terms specified in the next paragraph. For students studying in the form of external studies or on academic leave and those who returned to the Intellectual School after the end of academic year, the timing of the final attestation in each subject is approved by order of the Chairman of Board of AEO no later than June 15 of the current academic year.
4. CPM is responsible for the performance of expert examination of the final attestation materials developed by the School.
5. The school is responsible for the development and copying of final attestation materials.
6. Final attestation of the students of the School is conducted in the form of oral and / or written work.
7. To organize and conduct the final attestation of students, the following are created:

1) Examination Commission - for organizing and conducting exams;

2) Attestation Commission - for checking and evaluating examination papers;

3) The Appeal Commission - for re-checking of the examination papers in case of students’ disagreement with the given grade.

1. The composition of the Examination, Attestation and Appeal Commissions is formed and approved by the order of the Chairman of Board of AEO no later than April 25 of the current year. The number of members in each commission is at least three people.
2. The Chairman of the Examination and Attestation Commissions is appointed from the staff of AEO.
3. In case of disagreement with the given grade for the examination paper, students have the right to apply to the Appeal Commission before 16:00 on the day of the announcement of examination grade results. After 16:00, applications are not accepted for consideration.
4. The Chairman of the Appeal Commission is the vice principal for academic affairs. The members of the Appeal Commission are appointed from among the members of the Attestation Commission. The number of members of the Appeal Commission for each subject is at least three people.
5. AEO issues an order on the opportunity to pass final attestation exams for students who missed them due to illness on the basis of a medical certificate or other information provided by the School administration.
6. For the organization and conduction of the final attestation of students studying in the form of external studies, or on academic leave, as well as returned to the School at the end of the academic year, an Examination Commission, Attestation and Appeal Commissions are created in accordance with paragraphs 36-37 of these Rules.
7. Final attestation exams are assessed on a 7-point IB scale, which are converted to a 5-point scale in accordance with Appendix 2 to these Rules.
8. National grade and IB grade on subjects are put on examination sheets. The final grade is calculated as 50% of the exam grade and 50% of the grade for the year, based on grades on a 7-point IB scale. It is assumed that in some cases, the final grade may be higher than the exam. In cases where the fractional part of the assessment is 0.5 points or more (for example, 5.5 or 6.5), the assessment is derived and rounded off in favor of a larger number. After calculating of the grade according to IB system, it is converted into the score according to the national system in accordance with Appendix 2 to these Rules.
9. The results of the exams on the 7-point IB scale and the 5-point scale are announced upon completion of the examination of students ' examination papers by the Attestation Commission for each subject.
10. Students who have passed the final attestation and have annual and final grades "excellent" in all subjects during their studies in the 10th grade are issued a certificate of graduation from the secondary school with honors.
11. Students who have received an annual grade of "unsatisfactory" are admitted to the final attestation.
12. Students who received an "unsatisfactory" grade on the exam are allowed to take the exam in other subjects.
13. Students who have passed the final attestation and received an unsatisfactory final grade in the subject (s) are allowed to pass a second final certification in the relevant subjects within the time limits approved by the order of the Chairman of Board of AEO no later than August 25 of the current year.

Students who have received an unsatisfactory final grade in the subject (s) after repeated final certification are issued a certificate issued to persons who have not completed the basic school course in accordance with Appendix 10 to these Rules.

1. In the case of force majeure circumstances, that is, extraordinary and unavoidable (natural phenomena, military actions, etc.) and if these circumstances did not depend on the will of the parties and exclude the possibility of holding and passing the exam within the established time limits, it is allowed to change the deadline for taking the final certification on the basis of the order of the Chairman of the Board of AEO.
2. Until March 20 of the corresponding academic year, the School provides information to AEO about possible candidates (last name, first name, patronymic) for obtaining a certificate of graduation from basic school with honors.
3. The lists of students applying for a certificate of completion of basic school with honors are approved by the order of the School Principal on the basis of a decision of the Pedagogical Council.
4. Every year, until June 13, the School submits to the AEO an order of the School Principal and an extract from the decision of the Pedagogical Council on approving the list of students applying for a certificate of graduation from basic school with honors.
5. **The procedure for organizing and conducting early final certification of 9th grade students**
6. Students of the 9th grade who wish to transfer to public mainstream schools or who are entering another educational organization are allowed to take an early final certification.
7. The student or his/her legal representative submits an appropriate application to the School Principal for transfer to a general education organization or admission to college no later than June 1 of the current year.
8. If there is a corresponding application from a student or his/her legal representative, the Pedagogical Council of the School decides on taking an early final certification for students with the issuance of a certificate of completion of the main school, a certificate of completion of the main school with honors in accordance with chapters 4 and 5 of these Rules.
9. The school sends information to the AEO about the number of students who have passed the early final certification, no later than August 25 of the current year.
10. The school principal issues an order on the organization and conduct of the early final certification, indicating the timing of the early final certification.
11. An Examination and Certification Commission (hereinafter referred to as the Commission) are established by the order of the Principal for the organization and conduct of the early final certification. The Chairman of the Commission is the headmaster of the school. The Commission consists of at least 3 people for each subject.
12. The preparation of examination materials for students of grades 9 who are undergoing early final certification is carried out by the CPM on the basis of test specifications recommended by the Methodological Council of the AEO and approved by the director of the CPM.
13. The CPM sends the examination materials to the School 3 days before the start of the early final certification.
14. At the end of the exam, the members of the Commission check the work of students in the School building.
15. The grades obtained in the oral exam are announced after the end of the exam. Grades for written work the next day before 13.00.
16. The results of the inspection on the subjects of the early final certification are not subject to appeal.
17. The final grade is calculated as 50% of the exam grade and 50% of the grade for the year based on the grades on the 7-point IB scale. It is allowed that in some cases, the final grade may be higher than the exam. In cases where the fractional part of the assessment is 0.5 points or higher (for example, 5.5 or 6.5), the score is output and rounded in favor of a larger number. After calculating the assessment according to the IB system, it is converted into an assessment according to the national system in accordance with Appendix 2 to these Rules.
18. The final grades in the studied subjects are included in the appendix to the certificate of completion of the basic school. Revision of semester, annual and final grades is not allowed.
19. Students who have received unsatisfactory final grades in subjects at the early final certification are allowed to retake the exam.
20. Students who have repeatedly received an unsatisfactory final grade in the subject (s) are issued a certificate issued to persons who have not completed the basic school course in accordance with Appendix 11 to these Rules.
21. **The procedure for conducting an assessment in a high school (DP)**
22. Assessment in high school includes formative, summative, internal and external assessments. The assessment is carried out in various ways: according to the criteria, using mark schemes and percentages in accordance with the DP subject guides published by IB. All works are evaluated according to the percentage of the percentage ratio scored to the maximum point.
23. Formative assessment is carried out to assess the current level of student performance in accordance with the curricula and units and allows the teacher and the student to adjust the learning process, eliminate gaps. During the formative assessment, students are provided with constant feedback. Feedback, including reflection, mutual evaluation and self-evaluation, is provided based on the evaluation criteria for the task.
24. The Summative assessment is carried out during each semester during and after the completion of the unit study to determine the level of acquired knowledge and formed skills of students in the number from one to five, depending on the subject and subject group.
25. There are various types of formative and summative works (tests, oral works, control works, projects, practical works).
26. The results of the formative and summative works are recorded in the SIS.
27. The report card is assessed on a 5-point assessment scale in accordance with Appendix 2 to these Rules.
28. The percentage of completion of the work of the formative assessment based on the results of the semester is calculated as the percentage of points scored, received by students for all the work of the formative assessment, to the maximum number of points for the formative assessment in accordance with Appendix 1 to these Rules. A similar procedure is used to calculate the percentage of work performed by the summative assessment.
29. The assessment for the semester on the 7-point scale of the International Baccalaureate includes the percentage of completion of the formative assessment and the summative assessment in the ratio of 50% and 50%, respectively, according to Appendix 3 of these Rules, with the exception of the subjects " Initial military and technological training "(hereinafter – "IM&TT"),"Physical Culture". A score on a 7-point scale is converted into a score on a 5-point scale in accordance with Appendix 2 to these Rules. In the subjects " IM&TT", "Physical Education", a "pass / fail" is set on the basis of a formative assessment.
30. If the work of the summative assessment is performed by students at the end of the first semester after the start of filling out semester reports, the results of these summative works can be transferred to the second semester.
31. The grade for the year is calculated in the ratio of 40% of the grade for the first semester and 60% of the grade for the second semester on the basis of IB grades on a 7-point system. In the case of evaluation with a fractional part of 0.5 and higher (for example, 5.5 or 6.5), it is rounded up.
32. The grades of all students are checked in the middle of the semester. Students who are at risk of getting a grade of 3 (satisfactory) or 2 (unsatisfactory) on a 5-point scale in two or more subjects at the end of the semester based on their current results receive the status report in the form according of Appendix 3 to these Rules.
33. The final grades studied at the standard or high level in DP are issued in the certificate of completion of MYP school on the basis of the following results: 80% of the final grade for the academic year and 20% of the final level of the IB diploma in the subject, calculated from the grades on the IB scale of 7 points. Grades are transferred to a 5-point evaluation system in accordance with Appendix 2 to these Rules.
34. The results of students ' achievements are provided to parents and students through the SIS.
35. If a student is absent during the performance of the summative assessment or the delivery of the works of the summative assessment later than the deadline for a valid reason (illness, death of close relatives and other family circumstances, participation in conferences, Olympiads and other competitions), students perform the work of the summative assessment after returning to school according to an individual schedule. The individual schedule is drawn up by the curator and agreed upon by the Vice-Principal for academic Affairs, taking into account the student's training period of at least 1 week. The student is provided with additional options for tasks of the summative assessment.
36. If the student is absent during the summative assessment or the delivery of the works of the summative assessment later than the deadline for no good reason (without presenting a medical certificate, an order from the Principal or documents confirming participation in Olympiads, conferences and other competitions), the teacher must inform parents about this fact through the ISS. For the work of the formative, stating assessments that are not completed within the scheduled period for a disrespectful reason, the ISS is rated "0", which affects the semester grade, since it is used in its calculation.
37. In case of detection of violations of the principles of academic honesty during the work of the formative, summative assessment, the measures of responsibility provided by the Rules of Academic Honesty by students and the Internal Regulations for students of Nazarbayev Intellectual Schools are applied.
38. Repeated execution (rewriting) of the works of the forming and summative assessment is not allowed.
39. For students with special needs, during the assessment period, various types of special conditions are provided in accordance with Appendix 6 to these Rules, if there are supporting documents (the conclusion of the medical advisory commission (hereinafter referred to as the MAC), the conclusion of the medical and social examination at the place of residence (hereinafter referred to as the MSE) or a certificate from specialized medical organizations.
40. The application of special conditions for students with special needs is approved by the School Principal.
41. Students with special needs are evaluated in accordance with these Rules.
42. Providing special conditions for students with special needs should not give them an unreasonable advantage over other students.
43. **The procedure for conducting internal assessment of 12th grade students**
44. Internal assessment is carried out in various forms (written work, essays, drafts, etc.) in accordance with the subject guides published by IB.
45. Internal assessment points are subject to external standardization by IB and are taken into account when deducing final grades for obtaining a DP diploma in accordance with IB subject guides.
46. Students of the 12th grades must pass an internal assessment within the established time frame in accordance with the DP subject guides published by IB. Late completion of the internal evaluation affects the decrease in the DP grade.
47. School teachers check the work of internal assessment and give grades according to the established IB criteria. The evaluated works of students in electronic format are sent to the IB for external moderation.
48. After external moderation, IB has the right to leave the assessment of the internal assessment unchanged, increase or decrease it.

**8. The procedure for conducting an external assessment for obtaining an IB diploma**

1. In September of the current academic year, the DP coordinator registers students in the SIS for passing external assessment exams in 6 subjects studied.
2. External assessment is carried out in the form of an exam in all subjects at high and standard levels, including the TOK subject.
3. The IB determines and sends to the School the schedule and instructions for subject exams.
4. The materials of the external assessment are sent to the School two weeks before the start of the exam. The DP Coordinator is responsible for the safety and storage of materials in a room that meets the IB requirements, according to the "Diploma Programme assessment procedure" manual.
5. At the end of each exam, all materials are packed and sent to the IB via the postal service. Students' exam papers are evaluated by IB examiners.
6. The results of the external assessment are provided to the school through the SIS no later than July 6 of the corresponding academic year. The school officially receives Diplomas or certificates from students in September of this year.

**9. The procedure for submitting a request based on the results of external and internal evaluation of the high school program**

1. If students disagree with the result of the external and/or internal assessment, IB assessment center provides a procedure for submitting a request for repeated external assessment and / or re-moderation of the internal assessment for a fee. The basis for submitting the request is applications from students or their legal representatives.
2. The IB Assessment Center re-evaluates the students ' work. Based on the results of re-evaluation and/or re-moderation of the internal evaluation, the candidate's grade may be increased or decreased.
3. The school Principal approves the list of requests based on the results and instructs the school's lawyer to draw up contracts with legal representatives. The cost of submitting a request is determined by IB, for which a contract is concluded with the legal representatives of students. After signing the contract, the coordinator of the high school submits a request to IB.

**10. Circumstances that do not depend on the will of the parties, defined by IB**

1. Circumstances that do not depend on the will of the parties are those cases that are beyond the control of students and may negatively affect their external assessment results, including severe stress, extremely difficult family circumstances, loss (death of a loved one) or events that may threaten the health or safety of students at school. Such circumstances do not include:

1) shortcomings on the part of the school in which the student is registered, including errors or negligence of the school in relation to the registration of students, the timeliness of requests for special needs during the assessment or consideration of adverse circumstances, the creation of conditions for the participation of students in external assessment;

2) the inability of candidates to improve their work, despite receiving an authorized inclusive assessment procedure.

1. If a student or a group of students are exposed to circumstances beyond the will of the parties before the delivery of components that must be submitted earlier than the others (for example, EE, TOK, internal assessment components for external moderation), the extension of the deadline for delivery can be authorized by the IB after receiving the required IB documentation from the School. The extension can only be officially authorized by the IB and is the only possible solution that can be proposed.
2. Any application for special consideration of circumstances beyond the control of the parties must be submitted to the IB by the DP coordinator on behalf of the student (s). The application must be received within 10 calendar days after the completion of the external assessment of the IB component of the relevant subject and must be confirmed by the statement of the DP coordinator as well as relevant evidence.
3. If the IB confirms that the student's performance was influenced by circumstances beyond the control of the parties, the IB may, at its discretion, pay special attention to this circumstance, provided that this does not give the student an advantage over other students. If the circumstances are considered "independent of the will of the parties" by the students and require special consideration, an adjustment will be made to the assessment of the student's external IB assessment in the relevant subject (s) and / or the requirements of the IB diploma. If a student lacks one or two points to the next level, then IB can add the missing points in the corresponding subject (s); in the case of TOK and EE, one mark from the next border of the higher level is required to adjust the assessment. This is the only possible solution for students in the case of circumstances beyond the control of the parties.

**11. The order of consideration of "incomplete assessment" established by IB**

108. “Incomplete Assessment” means that a student has not completed one or more of the required components of external assessment in a subject.

109. Any application for special consideration in case of incomplete assessment must be submitted to IB by DP coordinator on behalf of a student. The application must be received within 10 calendar days after the completion of the external assessment component of the relevant subject and must be supported by a statement from DP coordinator, including relevant evidence.

110. In the event of an incomplete assessment of a subject, IB may, at its discretion, award a grade in the subject if the following circumstances are established:

1) the reason for incomplete assessment is beyond the control of the student, for example, illness or injury, death or funeral of a close relative, unavoidable hospital or court visits;

2) the student has completed a sufficient number of tasks to obtain at least 50% of the maximum points in the given subject, including the external assessment component.

111. If both of the above conditions are met, the missing component score will be calculated using the established process and based on the student's grades for the completed components, as well as for the distribution of other students' grades in the same subject. In the event that more than one exam is missed, it will be at the discretion of the IB Diploma Final Award Committee whether it is possible to grade students in the relevant subjects. Determining the score for the missing component by statistical methods and “scrutiny” will not apply to the same subject / level that is being assessed.

112. Grounds for incomplete assessment, such as forced closure of school during written exams, can affect a group of students or all students at school. In the event that more than one student is involved, the IB Diploma Final Committee will give equal consideration to all students.

113. The date and time of the examinations is set by the IB and is not subject to change during the current exam session. If a student misses the IB external assessment exam, regardless of the reason for the absence, the student is not allowed to take the exam at another time in the current examination session.

**12. The procedure for assessing the DP TOK, EE and CAS components**

114. The CAS component must be completed by students in accordance with the requirements of the IB to obtain a Diploma.

115. Students in the CAS component are expected to:

1) participate in various activities for at least 18 months in the DP, which is carried out at the initiative of the student himself as well as at least one CAS project;

2) complete the stages of the CAS project from planning to completion within at least one month period;

3) understand and apply CAS steps as needed;

4) maintain a CAS portfolio and keep track of CAS experiences / projects;

5) record reflection in their portfolio at least once a month, including evidence of achievement for the seven CAS learning objectives;

6) conduct three interviews with the CAS supervisor and coordinator;

7) ensure an appropriate balance between creativity, performance and community service in their CAS program;

8) attend a CAS reflection meeting every month (as scheduled);

9) participate in a CAS trip which is organized at the end of the first year of the high school program.

116. Requirements and procedure for providing assessment components in EE:

1) an extended essay should have a maximum of 4000 words;

2) 40 hours of individual work is recommended by IB for writing EE;

3) 5 criteria (A-E) are used to assess the student's work;

4) the completed work will be assessed by a supervisor and an external examiner.

117. Requirements and procedure for delivery of components of TOK:

1) the student attends at least 100 hours of classes in two years of study;

2) the student writes the initial and final version of a reflective essay that shows interaction with the teacher;

3) the student prepares the exhibition on the TOK and writes the corresponding report in accordance with the requirements specified in the subject manual.

118. TOK and EE is graded on a letter scale from A to E, where A is the highest score, and E is the lowest score.

1. **Requirements for the award of an IB diploma**
2. To obtain an IB diploma, all assessment components for each of the six subjects and additional requirements for the diploma must be completed, except for the cases provided for in chapters 10 and 11 of these Rules.
3. An IB diploma is awarded to a student subject to all of the following requirements:

1) CAS requirements are met;

2) the total number of points of the candidate is 24 points and above;

3) TOK, EE and work of internal assessment in subjects do not have the status "not loaded", denoted by the IB with the letter "N";

4) there is no grade "E" for TOK and EE;

5) there is no grade "1" in the subject / level;

6) awarded no more than two "2" in subjects of higher and standard level;

7) awarded no more than three "3" in subjects of higher and standard level;

8) the student scored 12 or more points in HL subjects (for students who are registered for four HL subjects, the three highest marks will be considered);

9) the student scored 9 or more in standard level subjects (students who are enrolled in two SL subjects must earn at least 5 points in standard level subjects;

10) the student has not received a penalty for violation academic honesty from the IB's Final Award Committee.

121. Students who have successfully passed the IB exams are issued an IB diploma and a document "Results of the diploma program", which reflects all IB scores, subject grades, confirmation of all CAS requirements completion, points received and individual grades for TOK and EE.

122. A student who does not meet the requirements for obtaining an IB diploma is issued IB certificates, which reflect the grades received in individual subjects, as well as the results in TOK and EE, confirmation of the completion of all CAS requirements, depending on the situation.

1. **The procedure for conducting external assessment of 12th grade students in the subjects "History of Kazakhstan", "Kazakh as a second language" / "Russian as a second language"**

123. 12th grade students pass exams of external assessment in the subjects "History of Kazakhstan", "Kazakh language as a second" / "Russian as a second", which are not studied in the Diploma program, according to examination materials developed by the School and passed the examination at the CPM.

124. Early external assessment of 12th grade students in the subjects "History of Kazakhstan", "Kazakh as a second" / "Russian as a second" is not allowed.

125. Examinations for external assessment of students are conducted in the form of testing and writing.

126. The school is responsible for the development and printing of external assessment materials.

127. CPM is responsible for the examination of the developed external assessment materials.

128. The list of subjects, the form of their conduct and the language of delivery of external assessment of 12 grade students are approved by order of the Chairman of the Board of the AEO no later than December 15 of the current year.

129. The timing of external assessment exams is approved by order of the Chairman of the AEO no later than April 30 of the current academic year.

For students obtaining external training, or on academic leave, and returning to school after the end of the school year, the timing of external assessment in each subject is approved by order of the Chairman of the AEO no later than July 15 of the current school year.

For students who completed the academic year and fell ill before the start or during the period of the external assessment, in the presence of supporting documents (the conclusion of the medical advisory commission (hereinafter - MAC), the conclusion of the medical and social examination at the place of residence or the certificate of specialized medical organizations), the timing of external assessment in each subject is approved by order of the Chairman of the Board of the AEO no later than August 25 of the current year.

1. To organize and conduct external assessment of students in the subjects "History of Kazakhstan" and "Kazakh language as a second" / "Russian language as a second", Examination, Attestation and Appeals commissions are created, the composition and schedule of which are approved by order of the Chairman of the Board of the AEO no later than 30 April this year.
2. The composition of the Examination, Attestation and Appeals Commissions is formed and approved by the order of the Chairman of the Board of the AEO no later than April 30 of the current year. The number of members in each commission is at least three people. The Chairman of the Examination and Attestation Commission is appointed from among the AEO employees who do not actually work at the School. The Chairperson of the Appeals Commission is appointed from among the deputy principals of the school.

132. In case of disagreement with the results of the examinations, the student is eligible to submit an application to the Appeals Commission before 4 pm on the day of the announcement of the exam results. After 4 pm, applications for appeal will not be accepted.

133. The results of external assessment in the subject are announced upon completion of the examination of students' exam papers by the Attestation Commission.

134. The mark for external assessment exams is set on a 7-point scale and then transferred to a mark on a 5-point scale in accordance with Appendix 2 to these Rules.

135. The final mark in the subjects "History of Kazakhstan", "Kazakh language as a second" / "Russian as a second" includes 50% of the examination mark and 50% of the annual mark on a 7-point scale. The final score is calculated by rounding to the nearest integer in accordance with Appendix 3 to these Rules. After the calculation, the final grade on a 7-point scale is converted into an assessment on a 5-point scale in accordance with Appendix 2 to these Rules. Grades on a 7-point IB scale and a 5-point scale are set on the examination sheet.

136. In the event of force majeure, that is, extraordinary and inevitable (natural phenomena, military actions, etc.), provided that these circumstances did not depend on the will of the parties and made it impossible to conduct and pass the exam on time, a change in the deadline for the delivery of the external assessment is allowed on the basis of the order of the Chairman of the Board of the AEO.

137. Students who have received an “unsatisfactory” grade for the academic year are admitted to external assessment in the subjects “History of Kazakhstan”, “Kazakh language as a second” / “Russian as a second”.

138. Students who have received an “unsatisfactory” mark on the exam are allowed to take the exam in other subjects.

139. Students who have passed external assessment in the subjects "History of Kazakhstan", "Kazakh language as a second" / "Russian as a second" and have received an unsatisfactory final grade in the subject(s), are allowed to pass the repeated final certification in the relevant subjects within the time frame approved by the order of the Chairman of the Board of the AEO no later than August 25 of the current year.

Students who have received an unsatisfactory final grade in the subject(s) after re-passing the external assessment are given a certificate issued to persons who have not completed the basic school course in the form in accordance with Appendix 10 to these Rules.

**15. The procedure for conducting external assessment in subjects necessary for the UNT certificate**

140. Profile subjects, required for the UNT certificate, are selected by students based on the subjects defined in the List of Groups of educational programs indicating specialized subjects of a single national testing approved by the notified body in the field of education.

141. External assessment is carried out in specialized subjects which students have chosen to receive the UNT certificate. 12 grade students undergo external assessment based on examination materials developed by the School as part of the DP program. List of items, the language of delivery and the timing of the external assessment are approved by order of the Chairman of the Board of the AEO no later than April 20 of the current year. The timing of external assessment in the subject "English language" (IELTS or equivalent exam) are approved by order of the Chairman of the Board of AEO no later than September 20 of the current year.

142. In the case of choosing the subjects "Physics", "Chemistry", "Biology", “Geography”, “World History”, “Man. Society. Right” that are not studied by students in high school, as core subjects to obtain the UNT certificate, the student takes an external assessment according to examination materials developed by the Center for Pedagogical Measurements.

143. For the organization and conduct of external assessment of students on the subjects necessary for the UNT certificate, the Examination, Attestation and Appeal commissions are created in the manner prescribed by clauses 128 of these Rules.

144. According to the results of the external assessment, the scores for a subject are exhibited according to test specifications approved by the decision of the AEO Board.

145. To assign points to the UNT certificate, use the highest score of one of the components or the total score for all components of external assessment in the following subjects:

in compulsory subjects:

- "Mathematical literacy" results of external assessment on subject "Mathematics";

- "Reading literacy" results of external assessment in the subject "Kazakh literature / Russian language and literature";

- "History of Kazakhstan" results in the subject "History of Kazakhstan "/ Modern history of Kazakhstan;

in specialized subjects: "Physics", "Chemistry", "Biology", “Geography”, “World History”, “Man. Society. Right". For scoring in specialized subjects in the UNT certificate the results of the following subjects are used:

- in the subject "Mathematics": - the results of the first component of the external assessment in the subject "Mathematics";

in the subject "Kazakh language / Russian language" the results of the first component of external assessment in the subject "Kazakh literature / Russian language and literature ";

- in the subject "Kazakh literature / Russian literature" results the second component of external assessment in the subject "Kazakh literature / Russian language and literature ";

- in the subject "English" - the results of the international exam

IELTS (International English Language Testing System) or equivalent exam.

146. Points of external assessment are converted into points of the UNT certificate in accordance with the scale of the transfer of points, approved by the authorized body in the field of education.

**16. Transferring students to the next grade**

147. Students who have successfully mastered the educational programs of IB MYP and DP in grades 7-11, by the decision of the School's Pedagogical Council are transferred to the next class.

148. Students from grades 7-9, 11 who completed the academic year in all subjects as "excellent" in accordance with a 5-point scale assessment, are awarded with diplomas based on the decision of the School Pedagogical Council.

**17. The procedure for issuing educational documents, UNT certificate and IB diploma**

149. Students who have completed the MYP program, completed the final examination, a secondary school graduation certificate is issued.

150. In the certificate of graduation from secondary school for students of grade 10 grades are also awarded for the mandatory components of the MYP program "Personal Project", "Service" and "Interdisciplinary Units". The grade is determined by converting the final grade in the school report in accordance with the scale in accordance with Appendix 9 to these Rules.

151. Grade 10 students who completed the MYP program, completed final examination and having annual and final marks "5" in subjects, a certificate of completion of secondary school is issued with honors.

 152. Students of 10 grades who have not passed the final examination on state of health, confirmed by the conclusion of the MAC (Medical Advisory Commission), issued in the order established by the order of the Minister of Health and Social development of the Republic of Kazakhstan dated March 31, 2015 No. 183 "On approval of the Rules for the examination of temporary disability, issuance of a sheet and certificate of temporary disability", a certificate is issued on the completion of secondary school in the Intellectual School without taking into account the grade of final examination.

153. Students of grade 12 who have mastered the DP program and completed IB external assessment, external assessment in the subjects "History Of Kazakhstan", "Kazakh Language Acquisition"/ "Russian Language Acquisition", external assessment in subjects required for the UNT certificate, external assessment in the subject "English" (IELTS) are issued in the established manner:

1) high school graduation certificate;

2) IB diploma or IB certificates;

3) UNT certificate.

154. Students in grade 12 who have mastered the DP program and completed IB external assessment, external assessment in subjects required for the UNT certificate, external assessment in the subject "English" (IELTS or equivalent exam) and having grades for a year and final marks "5" in all subjects during studying in 11-12 grades are issued a certificate of high school graduation with honors.

155. Students in grade 12 who have mastered the DP program and completed IB external assessment, external assessment in subjects required for the UNT certificate, external assessment in the subject "English" (IELTS or equivalent exam) and having grades for a year and final marks "5" in all subjects during studying in 5-12 grades are issued a certificate of high school graduation, issued to "Altyn belgi" award recipients.

156. The list of students applying for a certificate with honors or for the sign "Altyn belgi" is provided on the basis of the decision of the pedagogical school council and approved by the decision of the AEO Board.

157. The school submits to the AEO students' documents for verification, applying for a high school diploma, issued to persons awarded the sign "Altyn belgi" and a certificate of high school graduation with honors in accordance with Appendix 8 to these Rules.

158. The school, until April 20 of this year, provides information about students (surname, name, patronymic, name of the Intellectual school, language of instruction) applying for a certificate of high school graduation with honors and high school graduation certificate, issued to individuals awarded with the sign "Altyn belgi".

159. To check the documents of students applying for obtaining a high school diploma issued to individuals, awarded the sign "Altyn belgi", and a certificate of high school graduation with honors, a Commission for the verification of students' documents is created, applying for a high school diploma, issued to individuals awarded the sign "Altyn belgi", and a certificate of high school graduation with honors (hereinafter - the Commission).

The composition of the Commission is approved by the order of the Chairman of the Board of the AEO. The Chairman of the Commission is appointed from among the employees of the AEO. The commission includes employees of the AEO. Number of members of the Commission is at least three people.

160. Annually, by May 12, the school provides an extract from the decision of the Pedagogical Council on the approval of the list of students applying for a certificate with honors and for a certificate with the distinction "Altyn belgi".

161. The high school graduation certificate includes components for "Theory of knowledge". The score is determined by converting the final marks in the school report in accordance with the scale according to the Appendix 1 to these Rules, as well as the "Extended Essay" and CAS in accordance with with Appendix 9 to these Rules.

 162. For non-resident students in grades 11-12 of the Republic of Kazakhstan, the following documents are issued:

 1) IB diploma in compliance with all the requirements specified in paragraph 120;

 2) High school diploma, in case this document is required, while in the subjects: "Kazakh Language Acquisition” / "Russian Language Acquisition"," History of Kazakhstan ","Initial Military Training" in certificate, there "not studied" is written in the column "Assessment".

 163. 12 grade students who have completed the DP program but did not take part in an external assessment for health reasons, confirmed by the conclusion of the MAC (Medical Advisory Commission), issued in the manner prescribed by order of the Minister of Health and Social Development of the Republic of Kazakhstan dated March 31, 2015 No. 183 "On approval of the Rules for conducting examination of temporary disability, issuance of a sheet and a certificate of temporary disability", a certificate of high school graduation.

**18. The order of assessment of students studying in the form of external studies**

164. Students enrolled in external studies receive grades on assignments in accordance with the general rules of the AEO for external students, and the terms of these Rules.

165. Students who graduate from external studies participate in final examination and / or external assessment in accordance with these Rules.

**19. The procedure for organizing the educational process of students according to their returning from training in the form of an external student**

 166. A student who was on an external course must master the material curriculum and perform the final work on an individual schedule approved by the Director of the School. Final work on two semesters are developed and conducted at the School.

 167. For students who studied on an external basis, upon their return to school before the end of the school year, assessment is carried out one at a time work of the first and second semesters in each subject.

 168. For students studying externally and returning to school after the end of the school year, assessment is carried out in two (2) final papers for the first and second semester in each subject not later than August 25 of the current school year, except for students who continue their studies in the same class in which he took training in external studies.

Appendix 1

to the Rules of criteria-based assessment of

student academic achievements of the branch

"Nazarbayev Intellectual School in Nur-Sultan" of the

autonomous educational organization

"Nazarbayev Intellectual Schools"

**The scale for converting the sum of the achievement levels according to the criteria of the 7-point grading scale of IB assessment in MYP**

|  |  |
| --- | --- |
| **The sum of achievement levels by criteria**  | **7-point scale system**  |
| 0-5 | 1 |
| 6 – 9 | 2 |
| 10 – 14 | 3 |
| 15 – 18 | 4 |
| 19 – 23 | 5 |
| 24 – 27 | 6 |
| 28 – 32 | 7 |

**The scale for converting the percentage to the 7-point grading scale system in DP**

|  |  |
| --- | --- |
| **Percentage** | **7-point scale system** |
| 0-14% | 1 |
| 15-29% | 2 |
| 30-44% | 3 |
| 45-53% | 4 |
| 54-66% | 5 |
| 67-83% | 6 |
| 84-100% | 7 |

Appendix 2

to the Rules of criteria-based assessment of

student academic achievements of the branch

"Nazarbayev Intellectual School in Nur-Sultan" of the

autonomous educational organization

"Nazarbayev Intellectual Schools"

**The scale for converting the 7-point grading system into a 5-point grading system**

|  |  |
| --- | --- |
| **7-point grading scale** | **Digital 5-point grading scale**  |
| 1 | 2 |
| 2 | 3 |
| 3 |
| 4 | 4 |
| 5 |
| 6 | 5 |
| 7 |

Appendix 3

to the Rules of criteria-based assessment of

student academic achievements the branch

"Nazarbayev Intellectual School in Nur-Sultan" of the

autonomous educational organization

"Nazarbayev Intellectual Schools"

**Reports on students and grading calculations**

**Reporting processes**

 Nazarbayev Intellectual School in Nur-Sultan provides parents with the access to the School information system of the school, where the student achievements for the academic year are recorded and open for viewing by parents. In the middle of the semester, students receive a status report if their current level of achievement indicates that they can get a grade of 3 (satisfactory) or 2 (unsatisfactory) in two or more subjects on a 5-point scale for the semester.

At the end of each semester, students receive a full report on their achievements.

**The mid-semester status report includes:**

* the results of the student's achievement level that the student has in each subject;
* teacher's comment, if the level of achievement of the criterion (MYP) or grade (Diploma program) is below or equal to 4 points;
* progress in mastering the skills of learning approaches.

**The semester report on student achievements includes:**

* for MYP: the achievement level according to the criteria for each subject, a grade according to the 7-point grading scale of IB`s assessment system for each subject, a teacher's comment, in case the level of achievement of the criterion is below or equal to 4 points, and the progress of students` skills in ATL.
* for DP: a grade according to the 7-point grading scale of the International Baccalaureate`s assessment system for each subject, a teacher's comment, in case the level of achievement of the criterion is below or equal to 4 points, and the progress of students` skills in ATL.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Mid-semester status report  | End of October – beginning of November  | Only for students specified in paragraphs 12 and 79 of these Rules |
| 2 | Semester report  | Last of December  | For all students  |
| 3 | Mid-semester status report | End of March – beginning of April  | Only for students specified in paragraphs 12 and 79 of these Rules |
| 4 | Semester report  | Mid June  | For all students  |

\*The exact dates for reports for students and parents are written in the school calendar, which is published at the beginning of September of each school year.

**Grading calculations**

 **Middle Programme Years**

 **MYP grading on a scale of 1-7**

**Semester grade**

  *The semester grade is assigned on IB scale from 1 to 7 points and is calculated by determining the final level of achievements for each criterion according to the requirements of IB, summing up the grades for the criteria and calculating the grade taking into account the grade boundaries established by IB, in accordance with the Appendix 1 of these Rules. The grade is displayed in the school information system and the report card according to a digital 5-point grading scale.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criterion**  | **Summative assessment №1**  | **Summative assessment № 2** | **Summative assessment № 3** | **Summative assessment № 4** | **Final grade according to the criterion**  |
| Criterion A (max.8) | 5 | 6 |  | 6 | 6 |
| Criterion B (max.8) |  | 6 | 4 | 4 | 4 |
| Criterion C (max.8) | 6 |  | 7 |  | 7 |
| Criterion D (max.8) | 4 | 4 | 5 | 6 | 5 |

In the above examples:

The sum of the achievement level of the criteria is equal to 22 (6+4+7+5=22)

According to the table in the Appendix 1, the grades on a scale from 1-7 will correspond to a grade of 5. According to the Appendix 2, a grade of 5 on a 7-point grading scale will correspond to a grade of 4 on a 5-point grading scale.

###

*If students do not cover all the criteria, the grade is given in accordance with the Appendix 4 of these Rules*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Summative assessment №1**  | **Summative assessment № 2** | **Final grade according to the criterion** |
| Criterion A (max.8) | 5 | 6 | 6 |
| Criterion B (max.8) |  | 6 | 6 |
| Criterion C (max.8) |  |  |  |
| Criterion D (max.8) | 4 | 4 | 4 |

The sum of the level achievement of the criterion is equal to 16 (6+6+4=16)

According to the table in the Appendix 4, scores on a scale from 1-7 will correspond to a grade of 5. According to the Appendix 2, a score of 5 on a 7-point scale will correspond to a scale of 4 on a 5-point scale.

 **Annual grade**

*The grade for the year is derived and calculated in the ratio of 40% of the grade for the first semester and 60% of the grade for the second semester on a 7-point IB grading scale. In cases where the fractional part is 0.5 points or higher (for example, 5.5 or 6.5), the grade is rounded in favor of a larger number.*

### Example of calculating the final grade:

|  |  |  |  |
| --- | --- | --- | --- |
| Semester 1  | Semester 2  | Calculations  | Grade |
| $$x$$ | $$y$$ | $$0,4x+0,6y$$ |  |
| 6 | 4 | $$0,4×6+0,6×4=4,8$$ | 5 |
| 6 | 5 | $$0,4×6+0,6×5=5,4$$ | 5 |
| 5 | 6 | $$0,4×5+0,6×6=5,6$$ | 6 |
| 4 | 6 | $$0,4×4+0,6×6=5,2$$ | 5 |

**In the above example, when calculating the final grade, if 6 points were given for the 1st semester, 4 for the 2nd, the score was 4.8. Since the fractional part is more than 0.5 points, the score is rounded in favor of a larger number. Thus, the grade for the year is 5. According to the Appendix 2, a grade of 5 on a 7-point grading scale will correspond to a grade of 4 on a 5-point scale.**

**National grade on a scale of 1-5**

**Report card**

 *In school`s information system and report card the grade is displayed according to a digital 5-point grading scale, in accordance with the Appendix 2 of these Rules.*

**Final grades**

*The grade on a 5-point scale and the grade on a 7-point scale of IB in subjects are put in the examination sheets. The final grade is calculated as 50% of the exam grade and 50% of the grade for the year based on the grades on the 7-point IB scale, that is, in some cases, the final grade may be higher than the exam. In cases where the fractional part is 0.5 points or higher (for example, 5.5 or 6.5), the score is rounded in favor of a larger number. After calculating the grade on the 7-point IB grading scale, it is converted into a 5-point scale according to the Appendix 2 of these Rules.*

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Final grade (1-7) | Exam grade (1-7) | Calculations  | MYP grade (1-7) | National (1-5) |
| $$x$$ | $$y$$ | $$(x+y)/2$$ |  |  |
| 7 | 5 | (7 $+$ 5)/2$ =$ 6 | 6 | 5 |
| 6 | 5 | (6 $+$ 5)/2$ =$ 5.5 | 6 | 5 |
| 6 | 4 | (6 $+$ 4)/2$ =$ 5 | 5 | 4 |
| 3 | 7 | (3 $+$ 7)/2$ =$ 5 | 5 | 4 |

### **Diploma Programme**

### IB grade on a scale from 1 to 7 points.

###

### **Formative and summative assessment**

### *The percentage of completion of formative works for the semester is calculated as the percentage of points scored, received by students for all formative works, to the maximum number of points for these formative works. A similar procedure is used to calculate the percentage of completion of summative works.*

|  |  |
| --- | --- |
|  | Formative assessment  |
|  | Formative assessment task 1  | Formative assessment task 2 | Formative assessment task 3 | Formative assessment task 4 | Total number of points | Percentage formative assessment  | Formative semester grade (7-point grading scale) |
| Possible points  |  Max 14 | Max 24 | Max 13 | Max 7 | 58 |
| Achieved points  | 13 | 17 | 3 | 7 | 40 | 69% | 6 |

Final percentage of formative assessment

 = $\frac{Total points achieved}{Total possible points}$ = $\frac{13+17+3+7}{14+24+13+7}$ = $\frac{40}{58}$ = 69%

|  |  |
| --- | --- |
|  | Summative assessment  |
|  | Summative assessment task 1  | Summative assessment task 1  | Summative assessment task 1  | Total number of points | Percentage formative assessment  | Summative semester grade (7-point scale) |
| Possible points  | Max 55 | Max 50 | Max 90 | 195 |
| Achieved points  | 29 | 31 | 46 | 106 | 54% | 5 |

Final percentage of summative assessment

= $\frac{Total points achieved}{Total possible points}$ = $\frac{29+31+46}{55+50+90}$ = $\frac{106}{195}$ = 54%

### **Semester grade**

*The semester assessment is determined by calculating the average of the percentages of the formative and summative assessment. The IB semester grade (on a 7-point grading scale) is further determined by the scale in the Appendix 1 of these Rules.*

|  |
| --- |
| Semester grade  |
| % | Grade  |
|
| 62 | 5 |

The percentage ratio of the semester grade = 50% formative and 50% summative assessment = $\frac{69+54}{2}$ = 62%

This percentage gives a grade of 5 (on a 7-point grading scale) according to the table in the Appendix 1.

**Final grade**

*The grade for the year is calculated in the ratio of 40% of the grade for the first semester and 60% of the grade for the second semester based on IB grades according to the 7-point grading system. If the grade is a fractional part of 0.5 points or higher (for example, 5.5 or 6.5), the score is rounded in favor of a larger number.*

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| Semester 1  | Semester 2  | Calculations  | Grade  |
| $$x$$ | $$y$$ | $$0,4x+0,6y$$ |  |
| 6 | 4 | $$0,4×6+0,6×4=4,8$$ | 5 |
| 6 | 5 | $$0,4×6+0,6×5=5,4$$ | 5 |
| 5 | 6 | $$0,4×5+0,6×6=5,6$$ | 6 |
| 4 | 6 | $$0,4×4+0,6×6=5,2$$ | 5 |

**National grade (points on a scale from 1 to 5)**

**Report card**

### The grade in the report card is displayed on a digital 5-point grading scale according to the conversion scale from the 7-point grading scale (Appendix 2 to these Rules).

**Final grades of DP certificate**

1. The national grade and IB grade in the subjects are displayed in the examination sheets. The final grade is calculated as 50% of the exam grade and 50% of the grade for the year based on the grades on the 7-point IB grading scale. That is, in some cases, the final grade may be higher than the exam. In cases where the fractional part is 0.5 points or higher (for example, 5.5 or 6.5), the score is calculated in favor of a larger number. After calculating the grade according to the IB system, it is converted into a national grading system in accordance with the table in the Appendix 2 to these Rules.

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Final grade (1-7) | DP exam grade (1-7) | Calculations  | MYP grade (1-7) | National grade (1-5) |
| $$x$$ | $$y$$ | $$(x+y)/2$$ |  |  |
| 7 | 5 | (7 $+$ 5)/2$ =$ 6 | 6 | 5 |
| 6 | 5 | (6 $+$ 5)/2$ =$ 5.5 | 6 | 5 |
| 6 | 4 | (6 $+$ 4)/2$ =$ 5 | 5 | 4 |
| 3 | 7 | (3 $+$ 7)/2$ =$ 5 | 5 | 4 |

###

### 2. The final grade in six subjects studied at a standard or high level in DP is included in the certificate based on the following results: 20% of the grade for the final level of the IB diploma and 80% of the final grade for the academic year, calculated from the grades on the 7-point IB grading scale. For the school certificate, this grade is transferred to a 5-point assessment system in accordance with the Appendix 2 to these Rules.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Calculations  | IB grade (1-7) | National grade (1-5) |
| $$x$$ | $$y$$ | $$0,8x+0,2y$$ |  |  |
| 6 | 4 | $0,8×6+0,2×4=$5,6 | 6 | 5 |
| 6 | 5 | $$0,8×6+0,2×5=5,8$$ | 6 | 5 |
| 5 | 6 | $$0,8×5+0,2×6=5,2$$ | 5 | 4 |
| 4 | 6 | $$0,8×4+0,2×6=4,4$$ | 4 | 4 |

Appendix 4

to the Rules for Criteria-Based Assessment

of Students’ Achievements in

"Nazarbayev Intellectual School in Nur-Sultan"

Autonomous Educational Organization

"Nazarbayev Intellectual Schools"

**Criteria grading for students absent due to illness or academic leave**

|  |  |  |
| --- | --- | --- |
| **Grades** | **Sum of achievement levels** | **Descriptors** |
| 4criteria | 3criteria | 2criteria | 1 criterion |
| 1 | 0-5 | 0-3 | 0-2 | 0-1 | Represents a work of **very limited** quality. Demonstrates significant misunderstanding or lack of understanding of most concepts and skills. Very rarely shows critical or creative thinking. Inflexible, rarely uses knowledge and skills. |
| 2 | 6-9 | 4-6 | 3-4 | 2 | Represents a work of **limited** quality. Demonstrates misunderstanding or significant gaps in understanding many concepts and contexts. Infrequently demonstrates critical or creative thinking. Inflexible in the use of knowledge and skills, infrequently uses acquired knowledge and skills. |
| 3 | 10-14 | 7-10 | 5-7 | 3 | Represents a work of **acceptable** quality. Demonstrates a basic understanding of many concepts and contexts with occasional, significant misunderstandings or gaps. Demonstrates some fundamentals of critical and creative thinking. Inflexible in the use of knowledge and skills, requires support even in familiar classroom situations. |
| 4 | 15-18 | 11-13 | 8-9 | 4 | Represents a work of **good** quality. Demonstrates a basic understanding of many concepts and contexts with occasional, significant misunderstandings or gaps. Often demonstrates fundamentals of critical and creative thinking. Uses the knowledge and skills with some flexibility in familiar classroom situations, however requires support in unfamiliar classroom situations. |
| 5 | 19-23 | 14-17 | 10-11 | 5 | In general, represents a work of **high** quality. Demonstrates a confident understanding of concepts and contexts. Demonstrates critical and creative thinking, sometimes with sophistication. Uses knowledge and skills in familiar learning situations and real life situations, and with support in some unfamiliar life situations. |
| 6 | 24-27 | 18-20 | 12-13 | 6 | Represents works of **high** quality and sometimes with elements of innovation. Demonstrates a broad understanding of concepts and contexts. Demonstrates critical and creative thinking, often with sophistication. Uses knowledge and skills in familiar and unfamiliar learning and life situations, often independently. |
| 7 | 28-32 | 21-24 | 14-16 | 7-8 | Represents **high** quality, often innovative work. Demonstrates a complete, accurate understanding of concepts and contexts. Consistently demonstrates challenging critical and creative thinking. Often independently and competently demonstrates knowledge and skills in a variety of difficult learning and life situations. |

Appendix 5

to the Rules for Criteria-Based Assessment

of Students’ Achievements in

"Nazarbayev Intellectual School in Nur-Sultan"

Autonomous Educational Organization

"Nazarbayev Intellectual Schools"

**Types of special accommodations for students with special needs provided during the assessment period**

During the assessment, students may be provided with more than one type of special conditions from the following:

1. Additional time: the percentage of additional time for each student to complete the work is up to 25 % of the assessment time if a student has visual impairment (blind, visually impaired), hearing impairment (inaudible, hard of hearing), impaired musculoskeletal function, insulin-dependent patients with diabetes mellitus;

2. Reader's help: a responsible person who reads the questions for a student if the student has a permanent or temporary visual impairment;

3. scribe's help: a responsible person who writes a student's answer for the student if there is a physical disability or a recent injury;

4. Prompter: a responsible person who sits next to a student so that s/he concentrates on the task and answers further questions. The help of a prompter is allowed for students who have: neurological and cognitive deviations that affect attention or the presence of obsessive-compulsive disorder, due to which the student returns to the same question instead of performing the next task;

5. Observed rest break: suspension of the ascertaining assessment for the rest of the student with special needs. This time is not included in the duration of the ascertaining assessment;

6. Practical assistant: a responsible person who does practical work according to the instructions of a student whose physical abilities do not allow them to perform the practical part of the task independently;

7. Separate duty: organized for students with special needs in a separate room with accessible conditions, together with the duty officer, in order to avoid disturbing other students with their presence;

8. Reading aloud: a student with special needs is allowed to read data, questions aloud. This requires a separate duty;

9. Using a magnifying glass: a student with special needs is allowed to use a magnifying glass to overcome visual perception difficulties;

10. Name of colors: students with color blindness (color blindness) can ask the attendant to name the colors.

Appendix 6

to the Rules for Criteria-Based Assessment

of Students’ Achievements in

"Nazarbayev Intellectual School in Nur-Sultan"

Autonomous Educational Organization

"Nazarbayev Intellectual Schools"

**List of students’ documents,**

**applying for a high school graduation certificate with honors**

**provided by the School**

1. Inventory of attached documents;

2. A copy of the student's identity card (in the absence, a birth certificate);

3. Report card for classes 11, 12;

4. Certificate of graduation from basic school (MYP);

5. Commendation sheets for class 11;

6. Extract from the protocol of the School's Pedagogical Council on the completion of the next academic year with honors and awarding a certificate of merit for excellent studies;

7. If a student is released from lessons on the subject of "Physical Education", the conclusion of the medical advisory commission is attached;

8. The school's petition for a high school diploma with honors (1 petition from the school);

9. Acts based on the results of checking the students’ documents applying for a high school graduation certificate with honors.

Appendix 7

to the Rules for Criteria-Based Assessment

of Students’ Achievements in

"Nazarbayev Intellectual School in Nur-Sultan"

Autonomous Educational Organization

"Nazarbayev Intellectual Schools"

**List of students’ documents,**

**applying for a high school graduation certificate issued to persons awarded the sign "Altyn belgi", provided by the School**

1. Inventory in the order of the attached documents;

2. A copy of the student's identity card (in the absence, birth certificate);

3. Report card for classes 5-12;

4. Certificate of graduation from basic school (MYP) with honors (certificate of middle year education with honors);

5. Commendation sheets for classes 5-9, 11.

6. Extract from the protocol of the school's pedagogical council on the completion of the next academic year with honors and awarding a commendation sheet for excellent studies.

7. If a student is released from lessons in the subject "Physical education", the conclusion of the medical advisory commission is attached.

8. Application of the school for the issuance of a high school graduation certificate, issued to persons awarded the sign "Altyn belgi".

9. Acts on the results of verification of documents of students applying for a high school graduation certificate issued to persons awarded the sign "Altyn belgi".

Appendix 8

to the Rules for Criteria-Based Assessment

of Students’ Achievements in

"Nazarbayev Intellectual School in Nur-Sultan"

Autonomous Educational Organization

"Nazarbayev Intellectual Schools"

**Choice of subjects in Diploma Program**

The following requirements determine the subject choice of each student:

• One subject from each group 1-5 (Exception: students may choose two subjects from the 1st group instead of one subject from the 1st group and one from the 2nd)

• The student can choose any subject from six subject groups as the sixth subject.

• Of the six subjects, three subjects must be High Level (HL) and three must be Standard Level (SL).

In addition, all students must study the compulsory Theory of Knowledge subject.

|  |  |
| --- | --- |
| **1st group:** Language and Literature 1 | Kazakh A: Literature SLRussian A: Language and Literature HL/SL English A: Language and Literature SL2 |
| **2nd group:** Language Acquisition 3 | English B HL |
| **3rd group:** Individuals and society | History HL/SL Modern history of Kazakhstan SL (in Kazakh)4Economics HL/SLAnthropology HL/SLGeography HL/SLITGS HL/SL5 |
| **4th group:** Science | Biology HL/SLChemistry HL/SLPhysics HL/SL Computer Science HL/SL6 |
| **5th group:** Mathematics | Math: Analysis and approaches HL/SLMath: Applications and interpretation HL/SL |
| **6th group:** Arts  | Visual arts HL/SLFilm HL/SL |

1. In case of insufficient language competence of the proposed Language ​​A, students studying on a paid basis have the opportunity to “independently learn” Language and Literature A, in accordance with the requirements of self-study courses prescribed by the International Baccalaureate.
2. A student who chooses English A Language and Literature in the 1st group cannot choose English B in the 2nd group. The student must choose the second course in the 1st group, either Kazakh or Russian. IB accepts the second language from the 1st group instead of the language from the 2nd group.
3. In case of insufficient language competence of the Kazakh and Russian languages ​​among students who study on a paid basis, they have the opportunity to take online courses in other languages ​​(subject to the provision of payment for the course by the student's family).
4. NIS in Nur-Sultan was developed and approved by IB. IB provides external assessment (in Kazakh).
5. ITGS is a subject from the 3rd group of IB. Since universities do not always consider this subject to be sufficient to cover the Humanities requirements, students must select one subject from the Individuals and Society group. Accordingly, in NIS in Nur-Sultan, this item can only be taken as an item of the 6th group.
6. Computer science belongs to the 4th subject group of IB. Since universities do not always consider this subject to be sufficient to cover the Humanities requirements, students must select one subject from the Individuals and Society group. Accordingly, in NIS in Nur-Sultan, this item can only be taken as an item of the 6th group.

If a student does not choose the following subjects in DP: "Kazakh A: Literature SL" / "Russian A: Language and Literature HL / SL" and "Modern history of Kazakhstan SL", then s/he should study them as a separate course as a national component: "Kazakh language as a second” / “Russian as a second” and “History of Kazakhstan”.

Appendix 9

to the Rules for Criteria-Based Assessment

of Students’ Achievements in

"Nazarbayev Intellectual School in Nur-Sultan"

Autonomous Educational Organization

"Nazarbayev Intellectual Schools"

**Main components of MYP and DP in report card and educational documents of the School**

 Starting from academic year 2019-2020, the main components for MYP and DP will be further indicated in the Course Plan. The main component results will be added to the report card and grading as described below.

All major components will be graded according to the following scale:

• Excellent

• Good

• Satisfactory

 **Report card and a certificate of graduation from basic school**

* Personal project: the teacher's assessment will be converted in accordance with the table No. 1 below and is indicated in the report card for the 10th class and the certificate of the middle year school.

**Table No.1** IB score 1-7 is converted as follows:

|  |  |
| --- | --- |
| **IB scale** | **Main component score** |
| 7 | Excellent |
| 6 |
| 5 | Good |
| 4 |
| 3 | Satisfactory  |
| 2 |
| 1 |

* Interdisciplinary units: the teacher's grade will be transformed according to table No. 1 and is indicated in grades lists for classes 7, 8, 9 and 10. The grade will be based on the average grade (on IB scale 1-7) of the interdisciplinary units in which the student participated during the academic year. The middle year school certificate gives an average grade for classes 9 and 10. The average will be based on IB scale 1-7 and converted according to the table above.
* Service: Service as an action is assessed in accordance with 7 learning outcomes (l.o.) established by IB. There is a grade rubric that determines if a student exceeds expectations, meets expectations, approaches expectations, or falls below expectations for each learning outcome.

The final level is determined as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grade | Number of learning outcomes to be covered | excellent | good | satisfactory |
| 7 | 3 | Minimum one l.o. exceeds expectations, and others at least live up to expectations. | Minimum two l.o. meet expectations (or exceed) and there is no l.o. that is below expectations.  | All others |
| 8 | 5 | Minimum two l.o. exceed expectations, and others at least meet expectations. | Minimum three l.o. meet expectations (or exceed) and there is no l.o. that is below expectations.  | All others |
| 9 | 6 | Minimum three l.o. exceed expectations, and others at least meet expectations.  | Minimum four l.o. meet expectations (or exceed) and there is no l.o. that is below expectations.  | All others |
| 10 | 7 | Minimum four l.o. exceed expectations, and others at least meet expectations. | Minimum five l.o. meet expectations (or exceed) and there is no l.o. that is below expectations.  | All others |

Teacher’s final grade is indicated in commendation sheet for 7, 8, 9 and 10 classes. The 10th class level is also prescribed in the certificate of graduation from basic school.

**Report card** **and a certificate of graduation from high school**

· Extended Essay: Teacher’s grade will be converted according to table No. 1 and recorded on the 12th class report card and the certificate of graduation from high school.

• CAS: Teacher’s grade (based on criteria provided by IB) will be converted according to the table below and recorded on the 12th class report card and the certificate of graduation from high school.

Criterion В CAS reflection

|  |  |
| --- | --- |
| **Level of achievement** | **Main component score** |
| 7-8 | Excellent |
| 4-6 | Good |
| 0-3 | Satisfactory |

Appendix 10

to the Rules for Criteria-Based Assessment

of Students’ Achievements in

"Nazarbayev Intellectual School in Nur-Sultan"

Autonomous Educational Organization

"Nazarbayev Intellectual Schools"

Certificate issued to persons who have not completed the course of basic school (high school) at the Intellectual School

Certificate No.

is issued to student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (last name, first name, patronymic)

stating, that s/he studied

from "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_ to "\_\_\_" \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_

in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(branch name of the autonomous educational organization)

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

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

 (class, language of instruction)

During the study the student

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

(last name, first name, patronymic)

studied the following subjects, passed external summative assessment, received year and final grades in accordance with the following attachment for the course

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

 (level of education)

Principal

Full name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature)

Stamp

Registration number \_\_\_\_\_\_\_ Date of issue "\_\_\_" \_\_\_\_\_ 20\_\_.

Appendix to the certificate issued to persons who have not completed

basic school (high school) course

branch of the "Nazarbayev Intellectual School in Nur-Sultan"

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Name of subjects (according to the curriculum) | Number of hours | Year grades | Final grades |
| according to the curriculum | listened to by students |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Basis for issuing a certificate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
         (number and date of order)

Principal

Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (signature)

Stamp

Registration number \_\_\_\_\_\_\_ Date of issue "\_\_\_" \_\_\_\_\_ 20\_\_.