

**The Rule
for Criteria-Based Assessment of Students' Achievements in "Nazarbayev Intellectual
School of Astana" Autonomous Educational Organization "Nazarbayev Intellectual
Schools"**

1. General Provisions

1. The Rules for Criteria-Based Assessment of Students' Achievements in "Nazarbayev Intellectual School of Astana" 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:
 - 1) **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 Program);
 - 2) **a grade** – a number that characterizes the level of student's academic achievement;
 - 3) **parallel grades** – grades of same year of education;
 - 4) **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;
 - 5) **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;
 - 6) **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);
 - 7) **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;
 - 8) **summative assessment** – assessment conducted to determine the level of knowledge and skills that students have developed by the end of the unit;
 - 9) **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;
 - 10) **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;
 - 11) **external 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;

12) **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;

13) **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;

14) **approaches to learning** - lifelong learning skills that are aimed at developing communication, socialization, self-management, research and thinking skills;

15) **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-assessment) and external assessment of high school.

16) **provision of special conditions** - organization and creation of conditions for students with special needs during the assessment period;

17) **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;

18) **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;

19) **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;

20) **MYP program** is an IB program implemented at the school in grades 7-10;

21) **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;

22) **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;

23) **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;

24) **MYP criterion** - a rubric describing the level of achievement of the MYP learning objective in a subject on a scale of 0-8;

25) **MYP achievement level** is a descriptor of the level that meets the criterion that best matches the achievement in the student's work;

26) to exclude this point;

27) **electronic portfolio (MYP e-portfolio)** - an electronic form of accumulation of students' 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 International Baccalaureate;

28) **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 IBIS to take results on e-Assessment;

29) **High school Program (Diploma programme)** (hereinafter - DP) - is a two-year IB program implemented in high school;

30) **IB diploma** - a document of education issued to students by the International Baccalaureate upon fulfilling the requirements set forth in paragraph 120 of the present Rules;

31) **“Creativity, activity and service”** (hereinafter referred to as CAS) is a component of the DP that provides the development of creative, social and communication skills of students in addition to academic subjects. This component is mandatory for obtaining an IB diploma;

32) **Theory of Knowledge** (hereinafter referred to as TOK) is a DP component that provides the development of students' critical and analytical thinking skills. This component is mandatory for obtaining an IB diploma;

33) **Extended Essay** (hereinafter - EE) is a component of DP, research work on a chosen subject in the language of teaching, develops research skills and the ability to write essays in students. This component is mandatory for obtaining an IB diploma;

34) **subjects of the standard level (SL), high level (HL)** - the levels of studying the subjects;

35) **external assessment** is a type of assessing students' work at the end of the DP program, which is developed and regulated by the IB;

36) **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;

37) **examination grade** is the result of external assessment;

38) **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;

39) **DP grade** is the grade that is exhibited in the student's IB diploma;

40) **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 IBIS to obtain a diploma;

41) **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 IBIS and not provided to students;

42) **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;

43) **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;

44) **DP markscheme/gradescheme** - a scoring scheme for a specific task based on examples from the IB;

45) **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;

46) **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;

47) **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;

48) **certificate of graduation from secondary/high school** - a document on education, which is issued to students after graduation from secondary/high school;

49) **final attestation** - a procedure carried out to determine the degree of mastering academic disciplines after graduating from secondary school;

50) **report card** - a student's report document, which contains semester, annual and final grades for the current year;

51) **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;

52) **IELTS external assessment** is an international English language proficiency assessment system conducted by an authorized center.

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

3. The system of criteria-based assessment includes formative, summative assessment and external moderation (for a personal project, electronic portfolio).

4. Formative assessment in secondary school (MYP) is conducted by teachers on 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 constant feedback. Formative assessment does not count towards semester and final grades.

5. 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.

6. The results of the summative assessment, assessed in accordance with the level of achievement of the relevant criteria, are registered in SIS.

7. 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 this Rule.

8. In cases where the students do not cover all the criteria, then the students' grade is given in accordance with Appendix 4 to this Rule.

9. 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 this Rule.

10. The grade on the national numerical five-point grading scale is assigned in the student report card, considering the conversion scale of the 7-point grading scale in accordance with Appendix 2 to this Rule.

11. 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.

12. 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 this Rule.

13. 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 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.

14. 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.

15. 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).

16. 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.

17. In case 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.

18. The summative work is conducted under the same conditions for each class in the same parallel.

19. Second performance of the summative work is not allowed.

20. In case of a student's absence during the summative due to a valid reason (if there is a medical certificate or order of the school principal), the student performs the missed summative work according to fixed deadline (agreed schedule of summative works) upon his/her return to school with a preliminary attendance of consultation hours (in accordance with the individual schedule).

At the same time, the level of complexity of the provided summative work must correspond to the level of the missed one.

21. If a student is absent for three lessons or more before the date of the summative work due to a valid reason (if there is a medical certificate or order of the school principal), the student has the right not to perform the summative it during the date of the summative and complete the missed summative within a week after his return to school with a preliminary attendance of consultation hours (in accordance with the individual schedule) and schedule of the summative agreed by the tutor and teachers and students.

At the same time, the level of complexity of the work being carried out must correspond to the level of complexity of the missed summative work;

22. In the absence of a student during the summative work without a reason (no medical certificate or school principal's order) the right to perform the missed summative work is not granted. It is assessed with 0 and affects the semester grade.

23. The summative work completed late without a valid reason is assessed with 0 points, which affects the semester grade. In case of detection of the principles of academic honesty during the summative assessment, actions in accordance with the Rules of Academic Honesty and Internal Rules of Conduct for students of Nazarbayev Intellectual Schools are taken;

24. Types of special conditions are provided for students with special needs during the period of the summative assessment, in accordance with Appendix 5 to this Rule in the presence of supporting documents (the conclusion of the medical consultative board (hereinafter - MCB), the

conclusion of the medical and social expertise (hereinafter - MSE) at the place of residence or a certificate from specialized medical organizations.

25. Provision of types of special conditions for students with special needs is approved by the order of the School Principal.

26. Students with special needs are assessed in accordance with this Rule. 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

27. 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 the IBIS system.

28. 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 this Rule.

29. 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

30. Grade 10 students undergo final attestation upon completion of basic school (MYP).

31. Early final attestation in grade 10 is not allowed.

32. 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 exam's 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.

33. CPM is responsible for the performance of expert examination of the final attestation materials developed by the School.

34. The school is responsible for the development and copying of final attestation materials.

35. Final attestation of the students of the School is conducted in the form of oral and / or written work.

36. 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.

37. 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.

38. The Chairman of the Examination and Attestation Commissions is appointed from the staff of AEO.

39. 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.

40. 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.

41. 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.

42. 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 this Rule.

43. 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 this Rule.

44. 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 the grade according to the IB system, it is converted into the score according to the national system in accordance with Appendix 2 to this Rule.

45. The results of the exams on the 7-point IB scale and the 5-point scale are announced after students' examination papers have been marked by the Attestation Commission for each subject.

46. Students who have passed the final attestation and have annual and final grades of "5" in all subjects during the period of study from 5 (6) to 10 grades are issued a graduation certificate with honors in accordance with the form approved by the Regulations on the unified form of documents on education issued by the Autonomous Organization of Education "Nazarbayev Intellectual Schools", in the order of their completion (hereinafter - the Regulations).

47. Students who receive an "unsatisfactory" grade on the annual examination are allowed to take the final examination.

48. Students who receive an "unsatisfactory" grade on the final examination are allowed to take the examination on other subjects.

49. Students who have taken the final attestation and received an unsatisfactory final grade in the subject(s) are allowed to take 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 the second final certification are issued a certificate issued to persons who have not completed secondary school in accordance with Appendix 10 to this Rule.

50. 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.

51. 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.

52. 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.

53. 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

54. Students of the 9th grade who wish to transfer to a public mainstream school or enter a college are allowed to take an early final certification except for students who are studying on a paid basis.

55. Students or their legal representatives submit an application for the School Principal to transfer to a public mainstream school or enter a college not later than June 1 of the current year.

56. 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 this Rule.

57. 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.

58. The school principal issues an order on the organization and conduct of the early final certification, indicating the timing of the early final certification.

59. 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.

60. 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.

61. The CPM sends the examination materials to the School 3 days before the start of the early final certification.

62. At the end of the exam, the members of the Commission check the work of students in the School building.

63. 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.

64. The results of the inspection on the subjects of the early final certification are not subject to appeal.

65. 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 this Rule.

66. 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.

67. Students who have received unsatisfactory final grades in subjects at the early final certification are allowed to retake the exam.

68. 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 this Rule.

6. The procedure for conducting an assessment in a high school (DP)

69. 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.

70. Formative assessment is carried out at least once every two weeks (except for "Language and Literature" and "Language Acquisition" groups) to assess the current level of student performance in accordance with the curriculum and units and allows the teacher and student to adjust the learning process, eliminate gaps. Students are provided with ongoing feedback after the formative assessment. Feedback, including reflection, peer assessment and self-assessment, is provided based on the assessment criteria for the task.

71. Summative assessment is provided every semester during and after completing the unit for defining the acquired knowledge and formed skills of students in the amount from one to five depending on the subject and subject group.

72. There are various types of formative and summative works (tests, oral works, control works, projects, practical works).

73. The results of the formative and summative works are recorded in the SIS.

74. The report card is assessed on a 5-point assessment scale in accordance with Appendix 2 to this Rule.

75. 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 this Rule. A similar procedure is used to calculate the percentage of work performed by the summative assessment.

76. 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 this Rule, with the exception of the subjects "Initial military and technological training" (hereinafter – "IM&TT"), "Physical Education". A score on a 7-point scale is converted into a score on a 5-point scale in accordance with Appendix 2 to this Rule. In the subjects "IM&TT", "Physical Education", a "pass / fail" is set on the basis of a formative assessment.

77. In case if summative assessment is completed by the end of the semester after filling the semester reports, the results of the summative works can be transferred for the 2-semester.

78. 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.

79. 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 to Appendix 3 to this Rule.

80. The final grades studied at the SL or HL level in the DP are written in the high school diploma based on the following results: 80% of the annual grade for the academic year and 20% of the grade of the external assessment DP IB in the subject. Grades are transferred to a 5-point grading system in accordance with Appendix 2 to this Rule.

81. The results of students' achievements are provided to parents and students through the SIS.

82. If a student is absent during the summative or formative assessment due to a valid reason (if there is a medical certificate or school principal's order), the student performs the missed work in fixed deadline (according to the individual schedule) after returning to school preliminary attending consultation hours (according to an individual schedule) set by the tutor, teachers and student.

At the same time, the level of complexity of the work being carried out must correspond to the level of complexity of the missed summative or/and formative work.

83. In the absence of a student during the performance of summative and/or formative assessment or submission of summative assessment work later than the deadline for an unexcused reason (without presenting a medical certificate, an order of the school principal or documents confirming the participation in olympiads, conferences and other competitions), the teacher must inform the curriculum coordinator and tutor about this fact. Formative, summative assessment not completed on time for an unexcused reason, deserves "0" in SIS, which affects the semester grade, since it is used in its calculation.

84. In case of detection of violations of the principles of academic honesty during the work of formative, summative, internal and external assessment, the measures of responsibility provided for by the Rules of Academic Honesty and the Internal Regulations for students of Nazarbayev Intellectual Schools and the International Baccalaureate are applied.

85. The second attempt (rewriting) the formative and summative work is not permitted.

86. For students with special needs during the assessment period, various types of special conditions are provided in accordance with Appendix 5 to this Rule, subject to the availability of supporting documents (the conclusion of the medical consultative board (hereinafter - MCB), the conclusion of the medical and social expertise (hereinafter - MSE) at the place of residence or a certificate from specialized medical organizations.

87. The application of special conditions for students with special needs is agreed with the International Baccalaureate and approved by the School Principal.

88. Students with special needs are evaluated in accordance with this Rule.

89. Providing special conditions for students with special needs should not give them an unreasonable advantage over other students.

7. The procedure for conducting internal assessment of 12th grade students

90. Internal assessment is carried out in various forms (written work, essays, drafts, etc.) in accordance with the subject guides published by IB.

91. 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.

92. 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.
93. Teachers of the School check the work of internal assessment and give grades according to the established criteria of the IB. The graded work of students in electronic format is sent to the IB for external moderation. Grade data is not disclosed to students.
94. 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

95. In September of the current academic year, the DP coordinator registers students in the IBIS for passing external assessment exams in 6 subjects studied.
96. External assessment is carried out in the form of a written examination in all subjects at HL and SL levels.
97. The IB determines and sends to the School the schedule and instructions for subject exams.
98. 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 Program assessment procedure" manual.
99. 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.
100. The results of the external assessment are provided to the school through the IBIS 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

101. 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.
102. 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.
103. 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

104. 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.

105. 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.

106. 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.

107. 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 the student has not provided one or more of the required components of external and internal assessment in the 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 at all times and keep records 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 mandatory interviews with the CAS supervisor and coordinator;
- 7) ensure an appropriate balance between creativity, performance and community service in their CAS program;
- 8) attend CAS reflection classes (according to the schedule);
- 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 final grade for the Extended Essay will be given by an IB 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.

13. Requirements for the award of an IB diploma

119. 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 this Rule.

120. 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;
- 11) The student completed the DP program in 2 years at the HL level in 240 hours and at the SL level in 150 hours".

121. Students who successfully pass the IB exams are issued an IB diploma and a document "Diploma Program Results", which reflects all grades and additional IB points, grades in subjects, confirmation of completion of all CAS requirements, points received and individual assessments in 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.

14. 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 language 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 of external assessment of students are held in the form of written work.

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.

130. 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.

131. The members of the Examination, Attestation and Appeals Commissions are 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 this Rule.

135. The final mark in the subjects "History of Kazakhstan", "Kazakh language as a second" / "Russian language 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 this Rule. 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 this Rule. 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 language 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 language 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 this Rule.

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. Law", "Informatics", which were not studied by students in high school, as specialized subjects for obtaining an UNT certificate, the student passes an external assessment based on examination materials developed by the CPI.

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 this Rule.

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 give points to the UNT certificate, the highest result of one of the components or the total result for all components of external assessment in the following subjects is used:

compulsory subjects:

- "Mathematical Literacy" results of external assessment in the subject "Mathematics";

- "Literacy of reading" the 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", "Informatics", "Geography", "World History", "Man. Society. Right" to give points 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" the results of the second component of the 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 an equivalent exam;

- in the subject "Informatics" the results of the subject "Computer Science"/"Information Technology in the Global Community" (ITGS).

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 are issued a secondary school graduation certificate.

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 this Rule.

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. Grade 12 students who have completed the DP program and passed the external assessment of the IB, external assessment in the subjects required for the UNT certificate, external assessment in the subject of "English" (IELTS or equivalent exam), and who have semester (except for students studying in the form of an external student and/or were on academic leave), annual and final grades "5" in all subjects during the period of study from 11 to 12 grades and who received a certificate of graduation from a basic school with honors, a sign "Altyn belgi" and a certificate of graduation from high school are issued, issued to persons awarded with the "Altyn belgi" in accordance with the form approved by the Regulations.

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 this Rule.

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 diploma includes the grades for the DP components: Theory of Knowledge, CAS, and Extended Essay. The grade is determined by converting the final grade in the document with the results of the IB program (IB Diploma) in accordance with the scale in accordance with Appendix 9 to this Rule.

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 as a second"/"Russian language as a second", " 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 procedure for assessing students studying in the form of an external student or returning from academic leave

164. Students studying externally or returning from academic leave receive grades on assignments in accordance with the general rules of the AEO, and the terms of this Rule.

165. Students who have returned from external studies or academic leave participate in the final assessment and / or external assessment in accordance with this Rule.

19. The procedure for organizing the educational process of students upon their return from education in the form of an external student or from academic leave”

166. A student who was on an external study or on academic leave must acquire the material of the curriculum and complete the final work according to an individual schedule approved by the School Principal. Final works for two semesters are developed and carried out at the School.

167. For students who studied externally or were on academic leave, upon their return to school before the end of the academic year, assessment is carried out on one work of the first and second semesters in each subject.

168. For students who studied externally or were on academic leave and returned to school after the end of the academic year, assessment is carried out for two (2) final works in the first and second semesters in each subject no later than August 25 of the current academic year, with the exception of students, who continue their education in the same class from which they applied for external studies or academic leave.

Appendix 1
to the Rules of criteria-based assessment of
student academic achievements of the branch
"Nazarbayev Intellectual School of Astana" 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 of Astana" 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	
5	
6	
7	5

Reports on students and grading calculations

Reporting processes

Nazarbayev Intellectual School of Astana 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 this Rule
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 this Rule
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 this Rule. 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 this Rule

	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 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	$0,4 \times 6 + 0,6 \times 4 = 4,8$	5
6	5	$0,4 \times 6 + 0,6 \times 5 = 5,4$	5

5	6	$0,4 \times 5 + 0,6 \times 6 = 5,6$	6
4	6	$0,4 \times 4 + 0,6 \times 6 = 5,2$	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 the 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 this Rule.

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 this Rule.

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
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$$\begin{aligned} & \text{Final percentage of formative assessment} \\ & = \frac{\text{Total points achieved}}{\text{Total possible points}} = \frac{13+17+3+7}{14+24+13+7} = \frac{40}{58} = 69\% \end{aligned}$$

	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

$$\begin{aligned} & \text{Final percentage of summative assessment} \\ & = \frac{\text{Total points achieved}}{\text{Total possible points}} = \frac{29+31+46}{55+50+90} = \frac{106}{195} = 54\% \end{aligned}$$

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 this Rule.

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	$0,4 \times 6 + 0,6 \times 4 = 4,8$	5
6	5	$0,4 \times 6 + 0,6 \times 5 = 5,4$	5
5	6	$0,4 \times 5 + 0,6 \times 6 = 5,6$	6
4	6	$0,4 \times 4 + 0,6 \times 6 = 5,2$	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 this Rule).

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 this Rule.

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 this Rule.

Annual grade (1-7)	Grade for the DP examination (1-7)	Calculations	IB grade (1-7)	National grade (1-5)
x	y	$0,8x + 0,2y$		
6	4	$0,8 \times 6 + 0,2 \times 4 = 5,6$	6	5
6	5	$0,8 \times 6 + 0,2 \times 5 = 5,8$	6	5
5	6	$0,8 \times 5 + 0,2 \times 6 = 5,2$	5	4
4	6	$0,8 \times 4 + 0,2 \times 6 = 4,4$	4	4

Appendix 4
to the Rules for Criteria-Based Assessment
of Students' Achievements in
"Nazarbayev Intellectual School of Astana"
Autonomous Educational Organization
"Nazarbayev Intellectual Schools"

Criteria grading for students absent due to illness or academic leave

Grades	Sum of achievement levels				Descriptors
	4 criteria	3 criteria	2 criteria	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, it 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.

Types of special conditions 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 students 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 of Astana"
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 of Astana"
Autonomous Educational Organization
"Nazarbayev Intellectual Schools"

List of students' documents, applying for a high school graduation certificate issued to persons awarded with "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 with "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"

To exclude

Main components of MYP and DP in school reports and documents of education

Starting from the 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.

Report card and certificate of graduation from secondary school

-Personal project: in the record card for grade 10 and in the certification of graduation of the secondary school “pass” is indicated if the student completes all the requirements of the component, or “fail” if the requirements are not completed or violations of the Policy of Academic Honesty.

Level of progress	Grade for the main component
3-7	Pass
0-2	Fail

-Interdisciplinary Units: An interdisciplinary unit is given a pass/fail based on the completion of the final product. Teachers participating in an interdisciplinary unit of any parallel submit grades in the SIS. Tutors, receiving the results of assessment for an interdisciplinary unit, indicate in the report cards for grades 7, 8.9 and 10.

In the certificate of graduation from the secondary school, the tutors present the results of the implementation of the interdisciplinary unit for the 9th and 10th grades.

Quantity of points	Level progress	Score for the main component
11-24	4-7	Pass
1-10	1-3	Fail

-Service: For the component “Service” in the report card for grades 7, 8, 9 and 10, as well as in the certificate of graduation from the secondary school, the tutor indicates "pass", if the student has fulfilled all the requirements of the component, or "fail", if at least one learning outcome is rated “below expectations”.

Achievement level	Score for the main component
Exceeds expectations	pass
Meets expectations	pass
Approaches expectations	pass

below expectations	fail
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Report card and certificate of graduating from high school

- Theory of knowledge (TOK): the assessment is determined by converting the final grade in the document with the results of the IB program (IB Diploma) in accordance with Table 1 of Appendix 8 to this Rule and is written in the report card for the 12th grade and high school graduation certificate.

Table 1

Letter grading system	Scores of the final grade	Outof7
A	21-30	7
B	16-20	6
C	10-15	5
D	7-9	4
	4-6	3
E	1-3	2
N	0	1

- Extended Essay (EE): the grade is determined by converting the final grade in the document with the results of the IB program (IB Diploma) in accordance with Table 2 of Appendix 8 to this Rule and is written in the report card for the 12th grade and high school diploma.

Table 2.

Letter grading system	Grade for the main component
A	Pass
B	Pass
C	Pass
D	Pass
E	Pass
F	Fail

- Creativity, activity, service to society (CAS): the assessment is determined by converting the final grade in the document with the results of the IB program (IB Diploma) in accordance with Table 3 of Appendix 8 to this Rule and is written in the report card for the 12th grade and high school diploma.

Table 3

Level of achievement	Grade for the main component
7-8	Pass
4-6	Pass
0-3	Fail

Appendix 10
to the Rules for Criteria-Based Assessment
of Students' Achievements in
"Nazarbayev Intellectual School of Astana"
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 of Astana"

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__.