



**SUSSEX ACADEMY**  
*Explore · Experience · Excel*

# International Baccalaureate Program Handbook

An Information Guide for  
Students and Families

2018 – 2019



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# The International Baccalaureate Diploma Program

**“The Diploma Programme: preparing students for success in higher education and life in a global society.**

The IB Diploma Programme (DP) is an academically challenging and balanced programme of education with final examinations that prepares students, aged 16 to 19, for success at university and life beyond. It has been designed to address the intellectual, social, emotional and physical well-being of students. The programme has gained recognition and respect from the world’s leading universities.

The Diploma Programme prepares students for effective participation in a rapidly evolving and increasingly global society as they:

- develop physically, intellectually, emotionally and ethically
- acquire breadth and depth of knowledge and understanding
- develop the skills and a positive attitude toward learning that will prepare them for higher education
- study at least two languages and increase understanding of cultures, including their own
- make connections across traditional academic disciplines and explore the nature of knowledge through the programme’s unique theory of knowledge course
- undertake in-depth research into an area of interest through the lens of one or more academic disciplines in the extended essay
- enhance their personal and interpersonal development through creativity, action and service

Students take written examinations at the end of the programme, which are marked by external IB examiners. Students also complete assessment tasks in the school, which are either initially marked by teachers and then moderated by external moderators or sent directly to external examiners.”

*From <http://ibo.org/diploma/>*

# Mission Statements

## **IB Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## **Sussex Academy Mission**

The mission of the Sussex Academy is to foster academic achievement and social responsibility in a small-school environment where students participate in an accelerated college preparatory program that prepares them for the technological and global challenges of the 21<sup>st</sup> century and that fosters ethical conduct and service to others in their daily lives.



# IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

## As IB learners we strive to be:

### INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

### THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

### CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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# IB Diploma Program, IB Courses, and Honors Classes

During the junior and senior year, all 5 core subjects (English, Math, Social Studies, Science, and Spanish) will be offered at two different levels: IB or Honors.

- **IB** subjects are taught according to the expectations established by IB. They include assessments and papers that are graded by our teachers as well as assessments and exams which are externally assessed or moderated by IB. Students taking an IB course must take the exam in the final year of the course.
- **Honors** subjects are taught challenging curriculum that may parallel IB content but not include IB assessments.

Students must complete at least 1 IB course. These may be either Standard Level (SL) or Higher Level (HL) courses, TOK, or a combination thereof.

Both IB and Honors level classes will satisfy the requirements for a Sussex Academy High School diploma.

Additionally, the IB subjects may be attempted two different ways: toward an IB Diploma or as IB Courses, as described below.

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## IB Diploma

To earn the IB Diploma, students must meet ALL of the following requirements:

1. Students must earn the minimum grade in each of 6 IB classes: English, History, Science, Math, World Language, and Arts (or a different class from the other 5 core classes). Grades are a combination of an IB final exam as well as other forms of internally (teacher graded) and externally (submitted to IB) graded assessments.
2. Students must also meet the requirements for each of the 3 components of the IB “core:” Creativity, Activity, and Service (CAS), Theory of Knowledge (TOK), and Extended Essay (EE).
3. Of the 6 courses, at least 3 must be Higher Level (HL).

Note that there is a minimum number of points required to earn an IB Diploma. See pages 9-10 for more details.

**The IB Diploma requirements are separate from (above and beyond) the credits required to receive a Sussex Academy and State of Delaware high school diploma.**

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## **IB Courses / Certificates**

While all qualified students who are committed to the goals of the Diploma Program are encouraged to pursue the IB Diploma, some students may wish to attempt the IB subject requirements for fewer than 6 subjects. When a student takes individual IB subjects but does not attempt the full Diploma Program, IB calls these “IB Courses,” and IB issues these students “Certificates” upon completion of each course.

For example, a student may pursue IB Courses in only one or two subjects, or a student may even choose to pursue 4 or 5 Courses. Students have the flexibility to challenge themselves to meet all of the IB expectations only in their areas of strength or interest.

At the completion of an IB Course and final IB exam, the student receives an IB Certificate which states that the student completed the IB course and also reports the grade (on a scale of 1-7; see page 9). **If the IB Certificate is earned in a Higher Level subject AND meets the minimum grade requirement, colleges may grant college credit or advanced standing (similar to AP classes).** An increasing number of colleges are also awarding credit for SL courses; check with each college to review their IB policy.

TOK is *required* to earn a Sussex Academy High School Diploma even though CAS, TOK, and EE are *not* required to earn an IB Certificate. This means that **students who are not attempting the IB Diploma do not need to complete the Extended Essay.**

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## **Honors Classes**

Some students may find that the best fit for them is to take all or some of their core subjects at the Honors level. These students will earn credits that count solely toward a Sussex Academy High School diploma.

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## **When do I need to decide between IB Diploma, IB Courses, or Honors Classes?**

Due to the different assessments which are required of DP and Courses students (but not Honors students), students must declare their intention to attempt an IB Diploma or Course *in the Spring of the sophomore year*. Students will officially register and pay (see p. 12) for IB final exams at the beginning of their senior year (or the beginning of an anticipated course). Students may therefore change from IB Diploma to IB Course or Honors (or from IB Course to Honors) until the spring of the junior year. After the start of junior year, it is not possible to switch from IB Course or Honors to IB Diploma due to the additional IB requirements.

# Who is suited for the IB Diploma Program?

Any Sussex Academy student earning a 90% or better in all of his/her core classes may challenge himself/herself to the full IB Diploma Program (DP). Students may want to consider pursuing IB Courses only in the areas of their strengths if they do not have a 90% or better in all core classes. While the IB program is challenging and rigorous, it is not exclusive. IB students will need to work hard!

Characteristics and requisite skills needed by the IB DP candidate would include:

- Recommendation from teacher(s) for each IB subject
- The ability to successfully manage multiple demanding classes simultaneously
- The willingness to develop and consistently work hard and apply self-discipline, self-motivation, and time management
- The capability to become a critical and creative thinker
- An eagerness to acquire an international outlook
- Resiliency and determination to sustain high quality coursework over the 2-year time period
- The willingness to self-advocate and reflect
- due to the nature of IB level work, excellent attendance, with few to no absences

Teacher recommendations are a strong predictor of student success in an IB course. To be scheduled into an IB course, students must receive the recommendation of the Sussex Academy department in the same subject as the IB course sought. If a student does not receive a recommendation and, after consultation with the teacher and IB Coordinator, still wishes to participate in the IB course, the student and parent must submit a “~~Parental~~ Request for Override of IB Course Recommendation” form to the Director for approval. These forms are available from the IB Coordinators.

## Online IB Options

In order to provide as many options to IB Diploma candidates as possible, Sussex Academy is pleased to offer online IB courses through Pamoja Education (PamojaEducation.com), the only authorized provider of online IB courses. Their IB curriculum includes a combination of live lessons, online discussions, and activities and assessments that meet all of the same rigorous standards as in-person IB courses. Due to the web-based nature of the course, students will have online classmates from around the world. Students would be scheduled a dedicated class period in the library when they may work on their online IB course. Online courses include Business Management SL/HL, Economics SL/HL, Integrated Technology in a Global Society (ITGS) SL/HL, Philosophy SL, Psychology SL/HL, and Film SL.

Since there are in-person opportunities to take IB courses with our teachers, Sussex Academy will pay the online tuition and fees *only* for those students who are Diploma Program students *and* who have reliably demonstrated good time management and self-discipline in their present coursework. Students who wish to enroll in an online course should be dedicated to their success in the online course as they would all other in-person classes. A contract must be signed by both student and parent before online enrollment will be processed. A student wishing to withdraw from an online course will be responsible for any penalties or fees imposed from Pamoja Education. Non-DP students who wish to enroll in an online course may do so at their own expense. A two-year Pamoja course costs about \$2,200.

# IB Diploma Requirements

To earn the IB Diploma, students must meet ALL of the following requirements:

**1. Complete and earn the minimum grade (see p. 10) in each of the 6 groups:**

1. Language and Literature (English)
2. Language Acquisition (Spanish)
3. Individuals and Societies (History of the Americas)
4. Sciences (Design Tech or Chemistry)
5. Mathematics (Math HL or Math SL)
6. Arts (or any other

7. class from the above groups)

- All IB courses are taught over 2 years, except for IB Design Tech SL which is a one-year (“anticipated”) course.
- All IB courses require assessments within the classroom which are graded by the Sussex Academy teacher but moderated by the IB.
- A final exam at the end of each 2-year course (assessed by IB graders) is also required.

**2. Of the 6 courses, at least 3 must be Higher Level (HL).** Taking more than 3 HL courses is not recommended. The other 3 courses are taken at the Standard Level (SL). HL courses cover a greater breadth and depth of content than SL.

**3. Meet all of the requirements for CAS.** This will include developing and implementing projects and/or activities outside of the school day that involve **creativity** (art, music, photography, dance, drama, etc.), **activity** (sports, physical activity, etc.) and **service** (contributing to one’s community or society). Each student will be paired with a Sussex Academy advisor to supervise and support the student’s progress.

**4. Earn the minimum grades (see page 11) for Theory or Knowledge (TOK) and Extended Essay (EE).**

- The Extended Essay is a personal research project based on a topic of the student’s choice within the parameters of IB’s requirements. The essays should be between approximately 4000 words in length and require about 40 hours of independent research. While the EE is graded by an IB grader, a Sussex Academy teacher will be assigned to supervise and support the student’s progress.
- Theory of Knowledge is a course designed to review and challenge knowledge through interdisciplinary studies. Students will complete an essay of approximately 1600 words, an individual oral presentation, and a self-evaluation report which are assessed by the TOK teacher.



# Points needed for the IB Diploma

Each of the six subjects is graded on the following 1 to 7 point scale:

- 7= Excellent
- 6= Very good
- 5 = Good
- 4 = Satisfactory
- 3 = Mediocre
- 2 = Poor
- 1 = Very poor

The points represent a grade which is a combination of the final exam score and other forms of assessment completed throughout the course.

Up to 3 points are added to the student's total score based on the combined performance in TOK and EE (see page 11). Satisfactory completion of CAS is required, but no points are awarded. The maximum DP score is 45, though achieving this is very rare.

The following are the requirements for the award of an IB diploma:

- A minimum of 24 points must be earned.
- CAS requirements have been met.
- There is no "N" awarded for TOK, the EE or for a contributing subject.
- There is no grade E awarded for TOK and/or the EE.
- There is no grade 1 awarded in a subject/level.
- There are no more than two grade 2s awarded (HL or SL).
- There are no more than three grade 3s or below awarded (HL or SL).
- The candidate has gained 12 points or more on HL subjects. (For candidates who register for four HL subjects, the three highest grades count.)
- The candidate has gained 9 points or more on SL subjects. (Candidates who register for two SL subjects must gain at least 5 points at SL.)
- The candidate has not received a penalty for academic misconduct from the final award committee.

## Points awarded for TOK and EE

Grades for TOK and EE are earned on an A-E scale:

A = Excellent

B = Good

C = Satisfactory

D = Mediocre

E = Poor

Using the combined grades obtained in TOK and EE, a maximum of 3 points can be awarded toward the IB Diploma as indicated on the matrix below:

		Extended Essay Grade				
		A	B	C	D	E
TOK Grade	A	+3 points	+3	+2	+2	Failing condition
	B	+3	+2	+2	+1	
	C	+2	+2	+1	0	
	D	+2	+1	0	0	
	E	Failing Condition				

**A result of an “E” grade on either TOK or EE results in a failing condition; the student would no longer be eligible to receive an IB Diploma.**

For example, if a student earned a C in TOK and a B in EE, 2 points will be awarded toward the IB Diploma. If a student earned a B for EE and an A for TOK, 3 points will be awarded.

Earning an A grade on one component where the other grade is an E still results in zero points and a failing condition.

## How is the IB student assessed?

IB assessment procedures emphasize that the student understands and applies knowledge, not just simply regurgitates information. IB assessments are *criterion-referenced*, not norm referenced. This means that the student is graded against a set of criteria and expected outcomes, not graded on a “curve” where a set percentage of students earn a particular grade.

Students are given a variety of assessments in order to provide opportunities to demonstrate their abilities and learning styles. Most courses have assessments which are graded internally (by their teacher) but these are also *externally moderated* (student work is graded by the IB to ensure that IB standards and practices are being uniformly applied by the teachers). Some assessments, such as the final exams, are entirely externally graded (graded by an independent IB examiner).

Different courses will utilize different forms of assessment, which may include the following:

- **Research papers** – such as the EE (which is graded by an external examiner but accompanied by a report from the EE mentor teacher) or smaller works completed in a course (usually internally assessed and externally moderated).
- **Oral examinations** – an oral interview with the foreign language teacher (recordings of these conversations are externally moderated)
- **Internal Assessments (IA’s)** – this may be project work, fieldwork, lab work, or other coursework that follows the framework required by IB. All IA’s are externally moderated.
- **Written examinations** – held in May of the senior year, and may contain short answer, and essay, and/or multiple choice questions. All exams are externally assessed and are taken under strict, controlled testing conditions.

## How much does it cost?

There is no cost to take any IB course at Sussex Academy. TOK, CAS, and EE are also offered at no cost to the student. Students enrolling in the second year of an IB course are required to complete all IA's and take the IB exam.

There are registration and exam fees imposed by IB in order for a student to take any number of IB examinations; exams are required to earn the IB Diploma or IB Certificate. As of May 2018, the registration fee is \$172, and the IB exam fee is \$119.00 per subject.

For the Classes of 2019 and 2020, students will be required to pay half of the cost of the registration fee and half the cost of each exam. For example, a student taking the full Diploma Program at the May 2018 rate will be required to contribute a total of \$443 toward the IB fees (\$59.50 exam fee x 6 subjects, plus \$86 for the registration fee).

Students who participate in the reduced lunch program will be expected to contribute one-fourth of the cost, or \$217 for a Diploma candidate (\$29 per exam plus \$43 registration fee). Students eligible for free lunch will be exempt from all registration and exam fees.

**Students who register for an exam but do not complete all IA's and/or sit for the exam will owe Sussex Academy the full cost of the exam plus the school portion of the registration fees, regardless of lunch benefit status.** (IB allows for make-up exams only in the case of extenuating circumstances.)

These fees are subject to change upon review by Sussex Academy and notification of exam fee increases from the International Baccalaureate Organization (IBO).

## What does an IB Diploma mean?

Students earning an IB diploma have demonstrated that they have successfully completed a rigorous college-preparatory program. Universities across the country recognize that students who have earned an IB Diploma are much more likely to be prepared for the demands of college. Acceptance rates into many selective colleges are significantly higher for IB Diploma students. Many highly competitive universities also grant advanced standing or course credits to students who have scored well on the final exams (similar to AP exams).

While there are external benefits (potential college credits, college admission preference, etc.), perhaps the most important benefits of the IB program are intrinsic. IB students grow and develop academically and personally, preparing them not only for the challenges of college but also for those of life in general.

# 10 Reasons



why the IB Diploma Programme (DP) is ideal preparation for university

1



## It increases academic opportunity

Research\* shows that DP graduates are much more likely to be enrolled at top higher education institutions than entrants holding other qualifications.

2



## IB students care about more than just results

Through creativity, action, service (CAS) you learn outside the classroom and develop emotionally and ethically as well as intellectually.

3



## It encourages you to become a confident and independent learner

For example, the extended essay requires independent research through an in-depth study.

6



## The IB encourages critical thinking

Learn how to analyse and evaluate issues, generate ideas and consider new perspectives.

5



## Graduates are globally minded

Language classes encourage an international mindset, key for increasingly globalized societies.

4



## It's an international qualification

The DP is recognized globally by universities and employers.

7



## DP students have proven time management skills

Take good study habits and strong time management to further education and the working world.

9



## Subjects are not taught in isolation

Theory of knowledge (TOK) classes encourage you to make connections between subjects.

10



## It encourages breadth and depth of learning

You are able to choose courses from six subject groups and study subjects at different levels.

8



## It assesses more than examination techniques

Learn to understand, not just memorize facts or topics and prepare for exams.

\*Based on IB research - [www.ibo.org/research](http://www.ibo.org/research)

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# Academic Honesty

Sussex Academy and the IB Program take academic honesty very seriously.

Upon enrolling in any IB course (whether for Diploma, Certificate, or coursework credit only), students are required to review the IB policy on academic honesty. While this policy is lengthy, it is important to read and understand this document. IB teachers and external examiners are instructed by the IBO to recognize and report all incidents of plagiarism, collusion, and cheating of any kind. The IBO will investigate all reported cases; students may be disqualified from the IB program if found to have committed academic malpractice.

Students and parents are required to sign the Academic Honesty Agreement. This document states that the student and parent understand the policies, guidelines, requirements, and consequences described below.

*Sussex Academy's Academic Honesty policy reads as follows:*

“Both the Sussex Academy and the International Baccalaureate Organization emphasize responsible citizenship, ethical behavior, and academic integrity. Each student at Sussex Academy is expected to adopt and demonstrate high standards of each of these principles.

**Academic Integrity:** Infractions against academic integrity may occur when a student:

Colludes or Conspires: giving or receiving any unauthorized assistance on an assessment or any form of academic work;

*Testing:*

- Utilizing an electronic device(s) to gain an unfair advantage
- Previewing test questions by acquiring copies of questions or by viewing a test or quiz prior to its administration.
- Questioning another student regarding the content of a test or quiz that he/she has already taken.
- Sharing the content of a test with a student who has yet to take it
- Sharing answers with another student during a test or quiz
- Looking at someone else's paper during a test or quiz
- Referring to and/or using impermissible notes or documents of any sort during a test or quiz

*Assignments:*

- Presenting work as your own that has been copied/taken from another student or source
- Providing another student the opportunity to review or copy any assignment(s) you have completed
- The purchasing or selling of work

Plagiarizes: copying, summarizing, and/or paraphrasing the intellectual property\* of another individual and presenting the work as your own without providing required citing and bibliographic information to acknowledge the creator/author of the source

\*This includes ideas and/or material from any source – books, periodicals, newspapers, TV, radio, Internet sites, etc.

The International Baccalaureate Organization and Sussex Academy treat violations of the Academic Integrity Policy as a serious matter. **The IBO and Sussex Academy do not discern whether an incident of collusion and/or plagiarism was intentional; the act of such is addressed, not the intent.**

Whenever a student's academic integrity has been questioned, the student and parent(s)/guardian(s) may appear at a hearing before the Academic Review Committee, which could include the IB Coordinator, a Director, and an impartial teacher. At the conclusion of the hearing, the student could face disciplinary actions and/or exclusion from the IB external assessment(s).

The IBO will not accept work submitted for external assessment or moderation unless it contains a teacher signature confirming, to the best of the teacher's knowledge, the authenticity of the student's work. No mark will be given and no grade will be awarded in the content area for the task if a teacher's signature is not on the document. To ensure the authenticity of the students' work, all assessments will be verified electronically prior to IBO submission. Students may be required to provide evidence of their work to the teacher and/or IBO Coordinator to help ensure its authenticity. Examples of acceptable evidence shall include hand-written notes, drafts, outlines and/or graphic organizers, and any other documents deemed necessary by the teacher and/or IB Coordinator.

Any assignments submitted for internal assessment to and by IB teachers are subject to the same scrutiny as those submitted and assessed externally by the IBO. Work that is deemed "questionable" will be sent to the IB coordinator and the parents/guardians will be contacted. The student will receive a zero for that assignment, with no opportunity to re-do the assignment or complete an alternate assignment. In the event of a second offense, the student and parent(s)/guardian(s) must appear before the Academic Review Committee. A second offense may result in additional disciplinary actions, which could include removal from the IB Diploma Programme.

Students who are enrolled at Sussex Academy and their parent(s)/guardian(s) are required to sign the Academic Integrity Policy included in the student handbook."

# Important IB Dates

(Some dates may need to be adjusted)

Month	Subject	What's Planned
<b>Summer</b>	Literature Year 2	Report to teachers over the summer for finalizing: Literature WA, History IA, Math IA, and Extended Essay
	History Year 2	
	Math Year 2	
	EE Year 2	
<b>August</b>	Literature Year 2	Final copy of WA due first week of school
	History Year 2	Final copy of IA due first week of school
<b>September</b>	CAS Year 1	Meet with parents and students about CAS program
<b>October</b>	Chemistry Year 1	Group 4 project
	Design Tech Year 1	
	Spanish Year 2	Interactive oral (#3 of 3)
	Chemistry Year 2	IA Research plan due
<b>November</b>	Math SL & HL Year 2	Rough draft of IA
	EE Year 2	Final draft of EE
	TOK Year 2	Start TOK essay and presentations
<b>December</b>	CAS Year 1	Meet with individual students to review progress (Interview #1 of 3)
	Chemistry Year 2	IA Experimental research complete
	Math SL& HL Year 2	IA's returned to students for revision
	TOK Year 2	Rough Draft of TOK essay due
<b>January</b>	Literature Year 1	IOP's
	Spanish Year 1	Interactive Oral (#1 of 3)
	EE Year 1	Start topic selection process
	Literature Year 2	IOC's
	Chemistry Year 2	IA Rough Draft due
	Math Year 2	Final IA due
	TOK Year 2	Final draft of essay due

<b>February</b>	Spanish Year 2	Written Assessment
	Chemistry Year 2	IA Final Draft due
<b>March</b>	Spanish Year 2	Individual Oral Presentation
	Design Tech (Year 1 anticipated & Year 2)	Final IA due
	<b>ALL Year 2</b>	<b>Mock Exams March and April</b>
	CAS Year 2	Complete final individual interview (#3 of 3)
<b>April</b>	Literature Year 1	Start WA
	Spanish Year 1	Interactive oral (#2 of 3)
	History Year 1	Start IA
	CAS Year 2	CAS requirements must be completed by April 1
<b>May</b>	Literature Year 1	Rough draft WA papers due
	Math Year 1	Start Exploration (IA)
	CAS Year 1	Meet with individual students to review progress (#2 of 3)
	<b>ALL subjects Year 2</b>	<b>Late April to mid-May: EXAMS (times and dates TBA when available)</b>
<b>June</b>	History Year 1	IA rough draft due
	EE Year 1	Rough draft due

# Contact Information and Internet resources

## Sussex Academy

To reach all staff or for the school secretary:

302-856-3636

Fax: 302-856-3376

## Sussex Academy IB and CAS Co-Coordinators

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## Sussex Academy Director of Instruction and Curriculum

Dr. Patricia Oliphant

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## Extended Essay Co-Coordinators

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Jennifer Leonard

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## Helpful websites:

IB Programme:

[ibo.org](http://ibo.org)

IB Diploma Programme:

[ibo.org/diploma/](http://ibo.org/diploma/)

Pamoja Education (online IB courses):

[PamojaEducation.com](http://PamojaEducation.com)

## Glossary of terms and abbreviations

<b>Term or abbreviation</b>	<b>Explanation</b>
<b>CAS</b>	Creativity (arts, music, drama, etc.), Action (physical activity and sports), and Service (volunteering). Students complete projects and reflections in each of these 3 areas. CAS is a requirement for a Sussex Academy diploma.
<b>Certificate</b>	Certificates are earned when a student takes an IB Course and completes all IB assessments but does not attempt the IB Diploma; this may qualify the student for college advanced standing or college credits if the course was at the HL level
<b>core (of IB)</b>	EE, TOK and CAS
<b>Course</b>	When a student takes an IB class with all of the IB papers, assessments, and exams, but the student does not attempt the full Diploma Program, IB calls this class an "IB Course." A Certificate is given at the completion of the Course.
<b>Diploma Program (IB Diploma)</b>	students complete all the coursework, core requirements, and assessments to gain points toward the IB Diploma
<b>DP</b>	Diploma Program
<b>EE</b>	Extended Essay (big research paper that is mostly completed between junior and senior year). EE is NOT a requirement for a Sussex Academy diploma.
<b>examiner</b>	an IB-trained grader who assesses final exams and other externally moderated work
<b>externally moderated</b>	The Sussex Academy teacher grades an assessment, but the IB requires that a random sample be sent to IB to be graded by IB examiners. This makes sure that the IB standards are being consistently applied at all IB schools.
<b>Group</b>	a subject (English, Math, Science, Social Studies, Language, Arts)
<b>HL</b>	Higher Level (greater breadth and depth of study than SL)
<b>IA</b>	Internal Assessment (may be a research paper, lab, or project depending on the class)
<b>IBO</b>	International Baccalaureate Organization; administers and oversees all of the IB Programmes
<b>Interactive oral</b>	in-class discussion (usually graded)
<b>IOC</b>	Individual Oral Commentary (an impromptu lengthy speech about a poem)
<b>Learner profile</b>	The set of 10 traits that form the basis for teaching and learning in the IB Program.
<b>mock exams</b>	practice final exams (held a few weeks before the actual final exams); are administered exactly the same as the actual exams

<b>paper</b>	either short for "research paper" or IB uses this term to also mean "exam"
<b>Pamoja Education</b>	The IB-authorized provider of online IB courses. Their website is pamojaeducation.com .
<b>SL</b>	Standard Level (less breadth and depth of study than HL)
<b>TOK</b>	Theory of Knowledge (course that studies the nature of knowledge and knowing). TOK is also a requirement for a Sussex Academy diploma.
<b>WIT</b>	Works in Translation (multi-step text-based process leading to an essay in Literature class)

2/3/18