

## IB Admissions Policy

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The International Baccalaureate (IB) Diploma Programme at the Canadian International School (CIS) Vietnam is a rigorous educational program that requires students with particular personal and academic qualities. To ensure future success in this program, an IB student candidate must pass a thorough application process before being granted admission.

The admissions process currently occurs throughout December-January, but this could change depending on timelines. There are a series of steps involved in applying to the IB Diploma Programme at CIS:

- Obtaining information about the IB Programme
- Course selection process
- Payment of IB Assessment fee
- Completing the IB Application form
- Submission of required documents (report cards with translations, reference letters, etc.)
- Completing the IB Entrance Assessment, including student interview and parent interview components
- Notification of acceptance
- Submission of Acceptance form and payment of registration fee
- Passing the OSSLT in Grade 10

The IB candidate will be assessed in the following areas and according to the following weightings:

<b>Current and Previous Academic Year Report Cards</b>	<b>20%</b>
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The candidate's percentage will be based on a point system rubric. At the minimum, the student must have passed every course in Grade 9 and 10. CIS students must pass the OSSLT on their first attempt in order to be accepted.

<b>Mathematics</b>	<b>20%</b>
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A comprehensive examination of the candidate's proficiency in mathematics. 30 mins.

**English Reading Comprehension and Writing** **20%**

A comprehensive examination of the candidate's reading and writing proficiency. 40 mins

**Oral Interview** **14%**

A one-on-one interview with the candidate that the student must answer verbally. 13-15 mins

**Oral Listening Comprehension and Speaking** **6%**

A listening task with questions that the student must answer verbally. 5-7 mins.

**Learning Skills** **10%**

Assessment of the following learning skills (or equivalents) as indicated in the candidate's most recent academic reports, according to a rating scheme that has been developed:

- Responsibility
- Organization
- independence
- collaboration
- initiative
- self-regulation

**Parent Interview** **5%**

To determine the level of after-school support required to ensure the successful achievement of overall goals and objectives. 10 mins.

**Reference Letters (2)** **5%**

Students must submit two reference letters. One must be from a current or former teacher (academic) and the other must be from an individual from the community (e.g. a coach or

group leader). These letters will be read by admissions staff to determine the following characteristics of the applicant:

- academic ability
- organizational skills
- teamwork/collaborative skills
- motivation/initiative
- leadership skills
- other skills, abilities, or achievements
- creativity

**TOTAL**

**100%**

These components will be assessed by the IB Admissions Policy Committee and other IB teachers. Most work will be assessed by at least 2 team members, to ensure consistency and accuracy. The total of these components will form the basis for acceptance or non-acceptance, barring extenuating circumstances. The final decision to admit candidates into our IB Diploma Programme will be made by the Chair of the Leadership Team.

*This policy will continue to be reviewed throughout our delivery of the IB Diploma Programme. The IB Admissions Policy Committee will meet bimonthly to evaluate effectiveness of the policy. Further meetings may be held, according to needs based on feedback from stakeholders and changes in programming.*