The Academy (QASMT) offers the International Baccalaureate (IB) Diploma Program, an academically challenging and balanced programme of education. It is an internationally recognised, pre-university level qualification that allows students to develop excellent breadth and depth of knowledge.

All Academy students are monitored closely for their academic progress, under the Academic Progression Policy. Students requiring support are identified at the end of each academic term, through the review of academic achievement data. Each student who has not achieved a passing grade in any of their academic subjects, according to the Academy grading system, will receive support. Students who have not passed more than one of their academic subjects will be placed on Academic review.

Students who do not meet the standards required in the IB Diploma, as outlined in the IB Diploma requirements, or fail more than two subjects in the Pre-IB Diploma programme, will be placed on Academic probation. Students remaining on Academic probation for more than one consecutive reporting period will be required to meet with a member of the administration team to determine which of the Alternative academic pathways is most suitable for the student to pursue.

1. Academy grading system

Pre-IB Diploma Programme Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Rating</th>
<th>Criteria – Evidence in a student' work typically demonstrates …</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Pass</td>
<td>A very high level of knowledge and understanding of concepts, facts and procedures, and application of processes.</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>A high level of knowledge and understanding of concepts, facts and procedures, and application of processes.</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>A sound level of knowledge and understanding of concepts, facts and procedures, and application of processes.</td>
</tr>
<tr>
<td>D</td>
<td>Fail</td>
<td>A limited level of knowledge and understanding of concepts, facts and procedures, and application of processes.</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>A very limited knowledge and understanding of concepts, facts and procedures, and application of processes.</td>
</tr>
<tr>
<td>N</td>
<td>Not rated</td>
<td>Insufficient evidence to make a judgment.</td>
</tr>
</tbody>
</table>

IB Diploma Programme Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Rating</th>
<th>Criteria – Evidence in a student' work typically demonstrates …</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Pass</td>
<td>An exceptionally high level of performance for the subject.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>A high level of performance for the subject.</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Achievement above the minimum requirements for the subject.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>The minimum requirements for the subject.</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>Satisfactory progress in meeting course requirements.</td>
</tr>
<tr>
<td>3</td>
<td>Fail</td>
<td>Potential to reach the minimum requirements for the subject.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>A low level of performance in the subject</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>A very low level of performance in the subject</td>
</tr>
<tr>
<td>U</td>
<td></td>
<td>Insufficient progress in completion of course requirements.</td>
</tr>
<tr>
<td>N</td>
<td>Not rated</td>
<td>Insufficient evidence to make a judgment.</td>
</tr>
</tbody>
</table>
2. **IB Diploma requirements**

The International Baccalaureate Organisation (IBO) sets down rigorous standards to achieve the IB Diploma. This protects the integrity of the award and ensures that schools are meeting standards of achievement in consistent ways. The following rules are set down as failing conditions for the IB Diploma.

1. CAS requirements have not been met.
2. Candidate’s total points are fewer than 24.
3. An N has been given for theory of knowledge, extended essay or for a contributing subject.
4. A grade E has been awarded for one or both of theory of knowledge and the extended essay.
5. There is a grade 1 awarded in a subject/level.
6. Grade 2 has been awarded three or more times (HL or SL).
7. Grade 3 or below has been awarded four or more times (HL or SL).
8. Candidate has gained fewer than 12 points on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
9. Candidate has gained fewer than 9 points on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).

3. **Academic review**

Students under Academic Review are required to attend an individual meeting with their parents/guardians and a member of the school leadership team. The notes of this meeting are uploaded to One School based on the template attached at the end of this policy.

4. **Academic probation**

In cases where students do not meet the IB Diploma requirements, or fail more than two subjects in the Pre-IB Diploma programme, they will be placed on Academic probation. The Academy reserves the right to place students on Academic probation. In considering students’ academic situations, the Principal will evaluate each student’s case on its merits. A student may or may not be placed on Academic probation at the discretion of the Principal. If a student is on Academic probation they will not be removed from this status until two consecutive reporting periods demonstrate success above the regulation minimum benchmark.

Students placed on Academic probation are provided with appropriate support and assistance. The Head of Department, Guidance Officer, Year Level Coordinator/Head of House and the INSTEP mentor, as well as the subject teachers of subjects at risk of fail, are all integral in this support. It is a requirement that students who are on Academic probation must engage with the support process to ensure that they have the best opportunity for success.
5. Alternative academic pathways

Students who remain on Academic probation for more than one consecutive reporting period will be required to meet with a member of the administration team to determine a suitable Alternative academic pathway. All pathways are designed to provide opportunity for students to achieve their Queensland Certificate of Education and university entrance. Once an Alternative academic pathway is agreed upon, the parent and student will be required to sign a school letter outlining the pathway agreed upon, this agreement will be binding for the enrolment of the student at the Academy.

5.1 Repeat Pre-IB Diploma Programme/IB Diploma Programme Year 1

Whilst internationally the IB Diploma Programme is designed for students aged between 16 and 19 years, QASMT students range in age from 15 to 18 years. Accordingly, some QASMT students may benefit by consolidating their learning and building on their maturity by repeating their current year.

5.2 AQF Certificate qualification and passing grade in university pre-requisite subjects

AQF certificate qualifications (either Certificate III or IV level) provide potential pathways for university entrance. A suitable certificate program will be offered by the Academy to maximise the student’s opportunity for university entrance. Students will need to achieve a passing grade in at least three IB Diploma SL subjects to achieve the core requirement of the QCE and, if applicable, any pre-requisite subjects required for university courses of their interest.

5.3 QCAA course

A wide range of suitable QCAA courses are offered to suit all student aptitudes and abilities. A number of local schools are recommended by the Academy to pursue these courses.

5.4 Variable progression

Students with exceptional circumstances may apply to be considered for a variation to progression. This allows a student to complete their IB Diploma over three years instead of the standard two years. This pathway is contingent on approval from the IB Organisation.

The applicant and their family will be interviewed by a member of the administration team and recommendations made based on the letter of application and the interview. The Principal will make any final determinations on the application. The decision will be based on the merit of the application as well as the implications of the decision for both the Academy and the student.

In the application, students are advised to provide the following, evidence of exceptional circumstances, a proposed study program that demonstrates capacity to complete this academic format successfully and a referral from the Guidance Officer.

It should be noted that a variation to enrolment does not preclude the student from the Academic Progression Policy.
6. Non-compliance with the Academy Progression Policy

Any non-compliance of support under Academic probation or failure to commit to an agreed Alternative academic pathway will be referred to the Deputy Principal responsible for the year level as per the Responsible Behaviour Plan. Ongoing non-compliance may result in the student’s cancellation of enrolment by the Principal.

**Policy overview**

- Student academic progress monitored each term
- Student failing more than one subject
- Academic review
  - Pre-IB Diploma Programme student failing more than two subjects
  - IB Diploma Programme student not meeting the IB Diploma requirements
- Academic probation
  - Student achieving above the minimum regulation for two terms
  - Student not meeting the minimum regulation in the following term
- Alternative academic pathway meeting and agreement
Academic review notes summary to be uploaded to One School

Academic Review Term x, 201x

Name: 
Instep: 
Instep Teacher: 
Review Teacher Name: 

<table>
<thead>
<tr>
<th>Academic Review Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic Results</td>
</tr>
<tr>
<td>2. Subjects of concern</td>
</tr>
<tr>
<td>3. Issues</td>
</tr>
<tr>
<td>4. Goals</td>
</tr>
<tr>
<td>5. Strategies</td>
</tr>
<tr>
<td>6. Additional Information</td>
</tr>
</tbody>
</table>

Student on Academic Probation (highlight one) Yes/No. 
If yes, term and year probation started ____________

Student Signature:
Parent Signature:
Review Teacher Signature:
Date: [Insert Details]