

ISSH Junior College Admission Policy

1. Philosophy

ISSH Junior College welcomes students without discrimination of origin, gender or religion. The Admission conditions are there to ensure that the IB Junior College programme is accessible to candidates after being admitted.

2. Admission Prerequisites

In order to join the IB programme students must

- Be at least 16 years of age at the beginning of the programme (exceptions may be granted for special cases)
- Possess the academic skills necessary to cope with the requirements of the programme
 - o Show a thorough mastery of the English Language
 - o Have covered the presumed knowledge in mathematics as defined by the IB syllabus

3. Admission Procedure

- 3.1 Application
- 3.2 Admission Test
- 3.3 Subject Choices

3.1 Application

Internal students Students who complete Grade 10 at ISSH are admitted to the Diploma Programme on the basis of teacher recommendations collected by the Homeroom Teacher and DP Coordinator. The Homeroom Teacher arranges meetings with the parents and the student with a view to presenting potential options for the student as well as answering questions.

Interested internal students are required to submit

- Subject Preferences Form

External students (students transferring from another school)

External students need to hand in

- completed ISSH application form
- completed Junior College applicant questionnaire

In the Junior College applicant questionnaire the applicant will give contact information on their current Maths, English and homeroom teacher whom we will contact and ask to fill out a reference form.

Boarding students In addition to the documents listed above, students who wish to enroll in the residential programme need to provide the following forms

- Application Residential Programme

3.2 Entrance tests

All external students are required to sit the following entrance tests:

- Mathematics
- First language (English, German)
 - Part 1: Analysis of a Literary Text
 - Part 2: Essay
- English as a Second Language (ESL)
 - Part 1: Reading Comprehension Task

Part 2: Essay

- French B/German B (if applicable)

Internal students are exempt from entrance tests. Internal students who at the end of grade 10 do not meet the requirements and do not have the recommendation from their Maths and English teachers can take the entrance tests for external candidates at the beginning of August.

Time and Venue: Entrance tests are administered at a mutually agreed time.

There are two options on the venue

- The test takes place on site at ISSH in Schaffhausen (local students, international students on a reconnaissance visit)
- The test is administered through the current school of the student or another suitable agency or institution. ISSH e-mails the entrance tests to the school/agency/institution which administers them under proper exam conditions. As soon as the last exam has ended, exam scripts will be scanned and emailed to the DP Coordinator and hard copies will be mailed to ISSH.

Students who do not succeed in one part of the examination early during the academic year preceding the start of the Diploma Programme, are allowed to retake the subject up to the start of the academic year in August.

Interview: Should exam results be inconclusive, ISSH may request that the student attend an interview with the Admission Committee. This is an opportunity for the student to present their educational background and explain any inconsistency in their test results.

Admission to the Diploma Programme may be denied e.g. if a candidate's command of the English language is considered insufficient for the student to successfully cope with the requirements of the programme. In such cases, students may be offered admission to a Pre-IB Course (Grade 10 at ISSH) in order to prepare for the Diploma Programme the following year.

3.3 Subject choices

Students accepted into the DP are requested to indicate their subject preferences by completing the Subject Preferences Form. Students should bear in mind that there is no guarantee that they will be able to attend

all of the selected courses. ISSH will try to meet the needs of as many students as possible. However, for timetabling reasons, some students may be asked to choose a different subject.

Core components The Creativity Activity Service (CAS) programme is compulsory for all students. For successful completion of TOK and EE students can earn up to 3 extra points.

Self-taught mother tongue ISSH appreciates the variety of languages spoken by the school community. Advice and support are given to students whose mother tongue is other than the currently offered Languages A through a site-based Self-Taught Mother Tongue Coordinator. ISSH assists parents in searching for suitable teachers and offers internal training to the latter. Upon request, classrooms can be provided for such classes at the school. However, it is also acceptable for them to take place outside ISSH. Any additional costs (e.g. tutor's remuneration) are the sole responsibility of the parents/guardians. It is expected that external tutors will inform the DP Coordinator of the student's progress on a regular basis and complete report comments four times a year.

4. Transfer students

ISSH accepts students who have started the Diploma Programme at other IB schools on condition that ISSH currently offers the subjects they studied in their previous school. Transfer students are exempt from entrance tests. However, they need to submit reports and/or a letter from their previous school which confirms that they were enrolled in the IB Diploma Programme. Students who wish to carry over any Internal Assessment tasks from their previous school need to ensure that all required IB forms have been completed and signed by their supervisor. It is of paramount importance that all Group 4 lab work (including evidence of the Group 4 Project) is documented and the documents are signed by the previous teacher.

5. Scholarships

Every year ISSH offers scholarships to selected students. Scholarships vary in amount and each case is considered separately.