

French International School Leavers' Guide



Introduction

This is a time of year with mixed emotions: anxiety about the examinations (and results), sadness about moving away from the familiar and excitement about your future beyond secondary school. This is a guide to help steer you through a few of the “minefields” you have ahead of you over the next few months.

This guide will cover

- The IB Study Clinic
- Examination Conduct
- Receipt of results
- What to do if your results are not as you expected
- Other important points.

On behalf of all your teachers, from reception through to International Baccalaureate, and all the school staff that have supported you during your time at the French International School, we would like to wish you, happiness and success. We hope your dreams come true.

Please keep in touch with us here in the school. We still regard you as our students even after you leave and we like to know how your careers are developing. Younger students will also welcome any advice that you can pass on about Clearing, courses, universities or the transition from Hong Kong to the U.K, Canada, U.S.A, Australia or elsewhere.

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Head Teacher of the
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The FIS IB Study Clinics

The last day of school for the current Y13s is Friday 12 April. Students are then on study leave. The IB examination session begins on Monday 6 May and ends on Friday 24 May.

During the week beginning Monday 29 April, students will be able to attend study clinics with their subject teachers. These will take place at the normal subject times. In advance, students can request that the teacher reviews a particular topic or skill. A teacher may also suggest areas for further review. Teachers may also identify students that require support and recommend that they attend the study clinic.

The study clinics will work best if students and teachers communicate their needs to each other in advance of 29 April.

It is not compulsory for students to attend these study clinics. Their objective is to provide a studious environment and meaningful support to the students who choose to attend.

Examination Conduct

Pages 6-8 outline the conduct expected of you by the International Baccalaureate (IB). It is important that you read through these and follow all the rules and regulations. Failure to do so can lead to the IB not awarding you your IB Diploma.

IB conducts spot checks on schools. You cannot assume “*it won’t happen to me.*” The French International School follows the rules and regulations strictly as we will not jeopardize any of your chances of achieving the results you deserve.

The following list should clarify what you need to do each time you attend an examination.

1. **Be punctual.**

All examinations will start at the time stated on your timetable. That time will be the start of the written examination. ***The five minute reading time will precede this.***

For example, all morning examinations start at 0830. The reading time commences at 0825.

Therefore, you must be in the room, seated by 0820 - at the latest.

All afternoon examinations will start at 1330. The reading time commences at 1325. Therefore, you must be in the room, seated by 1320 - at the latest.

The examinations will start on time – with or without you. If you arrive late, it is up to the IBDP Coordinator whether you should be allowed in and whether you should be allowed the whole time for your exam.

2. **Silence in the examination room.**

There should be no noise – at all. Communication of any sort between students is prohibited. Any issues must be relayed to the invigilator.

This rule starts the second you enter the room.

3. Leaving the examination room during the examination is not permitted.

This is to show respect for your peers. We aim to create a peaceful environment, therefore unnecessary disruptions will be avoided.

4. Stationary and calculators must be in a clear/transparent bag/pencil case. I suggest you bring tissues too. Place these in your pencil case. Ensure you have a calculator that meets the IB requirements. See your subject teachers for advice. **For exams where calculators are allowed, these must be in 'test mode.'**

5. You may bring water, but only in a **clear, transparent bottle.**

6. No other items are allowed. Everything else must be left outside. Make your own arrangements for valuables, including phones. Please note that if you have a 'smart' watch, these are prohibited. Your IBDP coordinator will have a box in her office for valuables but these are left at your own risk.

7. In the event of a **typhoon (category 8 or above) or a black rainstorm**, you must check your school emails. Unless you hear from the IBDP Coordinator (or another school representative) the examination will go ahead.

If an examination is postponed, it will be rescheduled to take place as soon as possible after its scheduled time. For example, later in the day when T8 drops to T3. The rescheduled timeslot will be sent to you so once again, check your emails.

8. If you are ill you must obtain a medical certificate. This will be submitted to IB by the school to help justify your absence, however, it is up to IB whether they believe it was a good enough reason to miss the examination. Therefore, you must make every effort to be present for all your examinations. Minor illnesses are not seen as good reason to miss an IB examination that you have been preparing two years for.

If you are too ill to attend the examination, a parent must telephone Vie Scolaire. You should also email Mrs Hall (phall@lfis.edu.hk) . These communications should take place before the exam start time.

9. Other reasons for missing an examination are not generally tolerated.

10. After the exam has finished, you must not discuss the exam/reveal its contents for 24 hours. No discussion of the exam can take place on social media. If you see this happening you must report it to your IB Coordinator. If you are approached for information, report this to your IB Coordinator.

Other

You must look after yourselves.

Do not stay up late at night.

Do get plenty of sleep.

Do not exist on a diet of junk food / fast food.

Do eat healthily.

Do not drive yourself insane.

Do take breaks – get some exercise.

Your brain will not perform to its full potential if you are not energized (and by that I am NOT referring to energy drinks/gels). Show your body some love with a balanced diet and a balanced lifestyle.



Conduct of the examinations

Notice to candidates

The following instructions must be observed for all IB examinations. Failure to comply with these instructions may result in no grade being awarded for the subject being examined.



Arrive on time for your examination. You are not permitted to leave the examination within the first 60 minutes, or the last 15 minutes.



Do not communicate with other candidates in the examination room.



Do not bring any unauthorized materials to your desk.



Follow all invigilator instructions. Raise your hand if you require the invigilator's attention.



Do not take any examination material out of the examination room.



Do not discuss the content of the examination outside of your immediate cohort in the next 24 hours.

If you do not understand these regulations, please contact your coordinator.

Conduct of the examinations

Notice to candidates

- You must arrive in good time for the start of an examination and may not be allowed to sit the examination if you arrive late.
- Your coordinator/invigilator will decide where you will sit during an examination. You must remain seated until permission is given to leave the examination room.
- You may only take to your desk/table the following items:
 - General stationery, for example, black/blue pen, pencil, eraser, geometry instruments, ruler. Correcting fluid and gel pens are not permitted.
 - Materials specified by the IB as required for a particular examination, for example, an electronic calculator, a clean copy of a case study and/or data booklet.
 - A bilingual translation dictionary for non-modern language examinations, that does not contain notes of any kind.
- Your coordinator/invigilator has the right to inspect and confiscate any item you bring into the examination room. This includes electronic calculators, which should be set to test mode (when applicable).
- Follow all the instructions from your coordinator/invigilator.
- Your coordinator/invigilator has the right to remove you from the examination room if your behaviour interferes with the examination.
- In cases of emergency, and with the permission of your coordinator/invigilator, you may be allowed to temporarily leave the examination room. You will remain supervised at all times.
- If you decide to leave the examination room before the scheduled finishing time, you will not be allowed to return.

- You must not attempt to obtain information about the content of an examination in advance.
- If you find that you have accidentally taken unauthorized material into an examination (for example, a cell/mobile phone), you must give it to your coordinator/invigilator immediately.
- You must not include inappropriate, offensive or obscene content in your responses.
- All work submitted for assessment must be entirely your own. Collusion, plagiarism and the impersonation of another candidate are not permitted.

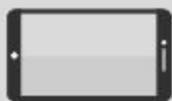
Failure to comply with any of these regulations will be considered academic misconduct and may result in no grade being awarded.

If you do not understand these regulations, please contact your coordinator.

Conduct of the examinations

Items not permitted

If you take any of the following items into an IB examination - *even by mistake* - you will be in breach of regulations and may not be eligible for a grade in the subject being examined.



Electronic equipment

An approved calculator or personal CD player is permitted in certain examinations.



Wearable technology

Note that this includes, but is not limited to, smart watches, smart glasses, and wireless headphones.



Books or guides



Scratch/rough paper or notes



Refreshments

Water is permitted at the discretion of the coordinator.

If you do not understand these regulations, please contact your coordinator.

Receipt of Results

A: Accessing your results

In order to find out your results you are required to log onto the following website using **Mozilla Firefox**:

<https://candidates.ibo.org>

You will need a password and pin. These are individual to you. Your IBDP Coordinator will give you this.

You will be able to access your results from **20:00 on 6 July**. Be patient! There are many thousands of you trying to access the results and IB will release them in 15-minute waves. If you have problems accessing your results, email Mrs Hall (20:00-22:00): phall@lfis.edu.hk

B: Results and University Confirmation

Your IB results will be sent directly by IBO to the universities you have specified on the Google Sheet emailed by Mr. Hammond. Before results are released, students can request to have results sent to six universities. IBO will send the results either electronically or as a paper copy, according to the wishes of the university. This service is free of charge.

Of these six, no more than three institutions can be selected from Canada and USA (of these three, only one for USA). You must make sure that you tell Mr. Hammond which universities you want the results sent to, as well as your candidate/application number for each non-UCAS university, before the 1st May (non-USA/Canada) or 1st July (USA/Canada).

Additional requests after 1st July can be made, but they will incur a fee and the request must be made by the student. Details: https://rrs.ibo.org/replacement_orders/index.cfm

North America

These offers are essentially unconditional. If your final IB scores are below your predicted scores, then universities reserve the right to withdraw their offer. However, this happens very rarely. In addition to being informed of your scores by the IBO, universities may request a Final Transcript of grades or Final Results from the school. Email Mrs. McCarthy the details of the request so that we can make sure the document is sent to the right department. If a special form is required, make sure she has a copy.

U.K. and Hong Kong

These offers carry specific conditions you have to meet in terms of total IB points and often also specific scores for certain subjects. For advice on what to do if you do not meet the offer conditions, see the section below - "What to do if your results were not as expected". For the UK, the universities will receive your IB results electronically, and if you meet the conditions the offer will become "unconditional" fairly quickly. You will be contacted in due course by UCAS and the university (an AS12 letter will be sent to the correspondence address on your UCAS form) and it will show on Track.

For Hong Kong, contact the university concerned, in person if necessary, to confirm your place once you receive your results. Do not hold an offer for more than one university after confirmation: accept or withdraw as appropriate.

Australia

If you have already indicated to us a particular university you would like your results sent to, we will request for IBO to send your results in time for your applications in August/September.

Others

Offers vary in nature. If you are unsure whether your place has been confirmed after results day, find out from the university concerned. Please seek our help if necessary.

For any destination, if a paper Certified True Copy of your results is demanded for confirmation, contact school and we can provide one for you. Email us evidence of any such demand.

C: You exceeded expectations

If your final IB results are well above your Firm conditional offer conditions and your predicted scores, you may be tempted to ‘trade up’: that is, you may try to gain a place at a course and university you had previously thought too competitive. This is now officially known as Adjustment, and is available from 15th-31st August. See UCAS advice at

<https://www.ucas.com/ucas/undergraduate/apply-and-track/results/ucas-adjustment-%E2%80%93-if-you%E2%80%99ve-done-better-than-expected>

If you decide to do this, you must ensure that:

- Your desired course and university is available (unlikely in many cases). There are no Adjustment vacancy lists.
- You are 100% sure about this choice – the grass often looks greener! Non- academic factors such as geographics, cost and accommodation need to be considered.

D: What to do if your results were not as you expected

1. Check whether the university has accepted you despite you missing the grades required. For instance, in UCAS, if you narrowly missed your offer, you may find that the university still changes your status in Track from “Conditional Firm” to “Unconditional Firm” (i.e. you are accepted). Always check UCAS Track before taking any action.
2. Discuss your situation with a **parent**.
3. Decide whether you need to **contact any university admission departments**. You will need to do this yourself. Be aware that data protection laws include strict rules for dealing with issues of confidentiality. The legislation means that staff will not be allowed to intervene in any negotiations you have with an institution. You will need to approach the university or college yourself and come to an arrangement with them.
4. Please do not ask teachers or counseling staff to submit “appeal letters” on your behalf. We know through direct consultation with universities that these do not work. For students who miss their offer conditions, universities will make their own decisions on whether to reject or accept based on the grades achieved and the original UCAS application, and will not be influenced by extra “begging letters”.
5. Consider submitting a remark request to IB. These are known as **Enquiry Upon Results (EURs)**. Only the school can make such requests. The procedure for doing so is outlined below:
 - a) You can ask for an EUR Category 1 if you would like any of your externally assessed material (e.g. examination papers or your Extended Essay) remarked. Each EUR Category 1 request costs US\$123 and is payable by you/your parents.
 - b) Consider your EUR Category 1 request(s) very carefully. Your mark could go up, however, it can remain the same **or go down**. Past experience shows that your mark needs to be approximately 1-2 points off the next grade category for it to be in with a chance of going up, but this is still no guarantee. These requests take around 18 days for IB to process. Again, past experience has shown that this can take 5-6 weeks!
 - c) If you are sure that you want to make an EUR Category 1 request you must complete the “FIS EUR Category 1 Request” form which can be found at the back of this document. This can be emailed to the school’s IB Coordinator, Mrs Hall at phall@lfis.edu.hk
 - d) **All FIS EUR Category 1 request forms should be submitted to Mrs Hall no later than 9 September but it is recommended that you submit it before 12 July for it to have an impact on university applications.**
6. Consider a **retake**. It is possible to retake individual subject examinations in November 2019. The school will decide whether a candidate can do this and it will be decided on a case by case basis. Retakes are subject to IB registration and FIS school administration fees. If you are considering a retake, please email Mrs Hall as early as possible. Final decisions as to whether to do a retake must be made by 26th July 2019. The cost of registering for retake examinations is US\$172. Each subject retake costs an additional US\$119.

7. **Contact us by email.** Mr Hammond and Mrs Hall will be available to support you via email during the summer. We have identified two windows that are the most common times that people need our help.

Window 1 - between 8th and 12th July. This gives you a day to consider your options before making any requests. Don't let panic influence your decisions.

Window 2 - between 22nd and 26th July.

We will also be available once school has resumed again in late August.

Please note that Mrs Hall and Mr Hammond will have access to all your subject results and will be able to offer advice about each subject. **Please do not contact individual teachers.** If Mrs Hall or Mr Hammond feel that advice is needed from a subject teacher, they will contact that teacher.

8. **Enter UCAS Clearing (if applicable)**

Students who have not met the conditions of their offers, and are rejected by the Firm and Insurance choices, will be informed if they are in Clearing through *Track* and their Clearing Number will appear there. You should check that the correspondence address on your UCAS form is where you intend to be living on and after the publication of IB results. If not, inform UCAS of your change of address through *Track*.

UCAS: detailed advice

- Wherever you are, you will be able to check your status on UCAS Track on and after July 6th. Make sure you have your Track log in details and password with you!
- If your results do not meet your firm choice offer but do meet your insurance choice offer and no decision is clear on Track, you should still contact your firm choice if your results are a near miss. They may accept you. If they don't, you are duty bound to go to your insurance choice, who will contact you in due course.
- If your results are below your firm and insurance choices and there is no decision yet on Track, contact them anyway for confirmation. Alternatively, you may be offered a change of course or year of entry. You are under no obligation to accept this, but it is an option. If you are rejected by both Firm and Insurance, you become eligible for **Clearing**.
- Because IB results come out 6 weeks before A level results, another possibility comes into play. The university may delay its decision until the A level results come out on 16th August, in order to see how many of its A level candidates meet their offers.
- Once UCAS is informed of your rejections, they will send you a Clearing Number in Track, where an 'Add Clearing Choice' button will appear. You should phone or email Admissions Officers about vacancies on courses that you find attractive, as soon as these are advertised, and see if they will accept you. Clearing vacancies appear on the UCAS website as well as in newspapers such as The Telegraph. Some vacancies will be advertised from 5th July, though most will only appear after the 'A' level results come out on 15th August. Only one Clearing choice is allowed at a time. If

unsuccessful, another 'Add Clearing Choice' button will appear.

More precise details on sources and dates will be sent to you by UCAS with your 'Clearing Instructions'. If there is any conflict with this advice, please follow the UCAS instructions.

If you are in the U.K. during Clearing, UCAS offers advice on the following helplines:

- +44 (0) 871 468 0468+44 (0) 870 112 2211 (for international students)
- +44 (0) 808 100 1000 (Scotland)
- If you are in Hong Kong, the British Council holds an annual Education UK Exhibition to coincide with the 'A' level results: this year, it is on 15-17 August. A large number of universities attend and they can make offers on the spot. You may need to make appointments in advance. There's also an earlier fair on 13-14 July at the Innocentre, Kowloon Tong. Some universities may be able to offer Clearing places at this fair. Check the British Council website: www.britishcouncil.org/hongkong-educationuk for full details.
- Make all decisions yourself! Don't rely on your parents, relatives or friends to handle Clearing while you're on holiday in Thailand. You need to decide what you are going to do for the next three years or more, so be fully accessible during the Clearing period.
- Don't get depressed if you have to go into Clearing. Be positive and regard it as another opportunity to find a course that you'll really enjoy.
- Be positive and confident when you do contact Admissions Officers. Stand up, if you're on the phone.
- You may panic and try to get accepted on to a course you're not really keen on. Don't. Make sure that it's something you really want to do.
- Have a look, in advance, at courses on the UCAS website that are available for 'Extra' entry. These are marked by a small x and are likely to be available in Clearing in the summer. ☑

Other important points

1. Please do not ask teachers or counseling staff to submit "appeal letters" on your behalf. We know through direct consultation with universities that these do not work. For students who miss their offer conditions, universities will make their own decisions on whether to reject or accept based on the grades achieved and the original UCAS application, and will not be influenced by extra "begging letters".
2. There is an additional type of EUR (Category 3) in which a school can request that the Internal Assessments for a whole subject be re-moderated. This is only possible where the mean of all the candidates' moderated Internal Assessment marks differs from the mean of all their raw marks (the marks awarded by the teacher) by at least 15% of the maximum mark for the component. The decision to submit an EUR Category 3 will be made by the school and will only be considered if there is a 15% difference between the school and moderator's marks. This will be calculated by the school's IBDP Coordinator upon receipt of results.
3. IB will send a copy of your diploma to the school mid-late August. This will then be posted to you at your home address.

FIS EUR Category 1 Request Form

This form should be submitted to Mrs Hall as soon as possible after you have received your IBDP results on 6 July. The deadline for submission of this form is 9 September. It is recommended that you submit it before 12 July.

Please email it to phall@lfis.edu.hk

Name of student	
Date of birth of student	
Subject(s)/level(s) that you wish to be remarked (EUR Category 1)	

Please sign* to acknowledge that your marks may go up as the result of an EUR Category 1 request, however, they may not change or they could go down.

You also acknowledge that you (the student and/or parent) are responsible for paying US\$123 for each EUR Category 1 request (i.e. per subject). This fee will not be charged if your EUR Category 1 request results in the increase of a grade. The school will send you an invoice at a later date.

* If the student is under 18, a parent must sign on their behalf.

If the student is 18 or above, both the student and the parent must sign.

Signature of Student	
Signature of Parent	
Date	