



**SCHOOL OF THE NATIONS**  
聯合國學校

# IBDP ADMISSION POLICY

**School of the Nations**

The School of the Nations IBDP Admission Policy describes the conditions for the participation in the IB Diploma Programme.



**SCHOOL OF THE NATIONS**  
**IBDP ACCESS AND ADMISSION POLICY**  
(last updated: June 2023)

**CONTENT**

1. INTRODUCTION .....	2
2. ADMISSION TRACKS .....	2
2.1. Category 1: Candidates who are Internal Students .....	2
2.1.1 Internal Students.....	2
2.1.2 Promotion from Form 4 to the IBDP in Form 5.....	2
2.1.3 Internal Students with Inclusive Education Needs .....	2
2.2. Category 2: External Candidates who apply to enter the IBDP .....	3
2.2.1 External Students .....	3
2.2.2. Entrance Requirements and Tests for External Students.....	3
2.2.2.1. Application Timeline .....	3
2.2.2.2. Required Documentation.....	3
2.2.2.3. Entrance Tests .....	3
2.2.2.4. Time and Venue of Entrance Tests.....	4
2.2.2.5. Interview .....	5
2.2.2.6. Admission Decision and Diploma Programme Subject Choice.....	5
2.2.2.7. Appeal Process .....	5
2.2.3 External Students with Inclusive Education Needs.....	6
3. ACCESS .....	6
4. UPDATES.....	6
4.1. Change History.....	6



## **1. INTRODUCTION**

Candidates applying for entrance into the International Baccalaureate Diploma Programme (IBDP) at the School of the Nations must meet the requirements described in one of the categories described in Section 2 of this policy.

## **2. ADMISSION TRACKS**

### **2.1. Category 1: Candidates who are Internal Students**

#### **2.1.1 Internal Students**

Internal students refer to students who are enrolled to Form 4 at the School for at least the last two academic terms of Form 4.

#### **2.1.2 Promotion from Form 4 to the IBDP in Form 5**

Students cannot fail more than two subjects to be promoted to Form 5. Each of the following is regarded as a failure in a subject:

- The yearly accumulated grade is lower than a 3 (out of 5) in the “Academic Performance Level”.
- A “D” is attained in the yearly average in any of the four elements of the “Approaches to Learning”.
- Completes all sessions and assignments during the IB Orientation Week.

Students who do not meet the passing requirements in Form 4 are not allowed to sit supplementary examination(s) unless they provide a valid reason such as long-term illness accompanied by detailed medical reports.

#### **2.1.3 Internal Students with Inclusive Education Needs**

Students with inclusive education needs determined by the Education and Youth Development Bureau (DSEDJ) of the Macau SAR Government who satisfy the passing criteria for Form 4 are accepted to the IBDP in Form 5. Inclusive education needs students – and their parents – are suggested to register for as many courses at the Standard Level as they feel appropriate, and they usually pursue the Course track.

Information about the provision of support and accommodations for students in the IB Diploma Programme are specified in the Special Education Needs and Inclusive Education Policy, section 4.4.



## **2.2. Category 2: External Candidates who apply to enter the IBDP**

### 2.2.1 External Students

External students refer to candidates who are applying for a seat in Form 5 and entering the IBDP.

### 2.2.2. Entrance Requirements and Tests for External Students

#### *2.2.2.1. Application Timeline*

For September entry, applicants must meet the regular application deadline for full consideration. Entrance exams and interviews will be completed after applications are accepted.

Entry into the IBDP after September in Year 1 (Form 5) is discouraged. Unless an applicant is currently pursuing the IB diploma at another institution, it is very challenging to start the program after it has begun. If a student wishes to be considered for mid-year entry, applications must be submitted at least twenty (20) days in advance to allow sufficient time for administrative procedures.

#### *2.2.2.2. Required Documentation*

Students who move from other schools need to provide the following documents:

- Completed application form, including a picture of the applicant and application fee. The application form is available at <https://www.schoolofthenations.com/admissions/>
- Proof (letter from Head of School, reports, etc.) that the student has completed Form 4 (Grade 10) or equivalent.
- Contact details of the previous school for us to receive a reference and coordinate entrance test administration if the applicant is not in Macau during the application process.
  - Two academic letters of reference are required. One must be from an English teacher and the other from a subject the applicant wishes to pursue at the Higher Level (HL) in the IBDP.
- Official report cards for at least the last two years of education.
- Any official or predicted exam results that an applicant has/will take (e.g. IGCSE, IELTS, TOEFL, PSAT, etc.)
- A recently marked English essay with teacher commentary.
- Any medical documentation in the case of a medical condition that may affect student learning or experience at the School of the Nations
- Subject proposal of curriculum to be taken for the IBDP
  - Applicants must indicate which subjects he/she wishes to study at the Higher Level and Standard Level (three of each). Please consult the SON course offerings.

#### *2.2.2.3. Entrance Tests*

All applicants are required to take entrance tests for admission. The following subjects are tested:



- English Language and Literature

Assessment objectives:

- English language mastery and analytical skills

Content overview:

- Unseen commentary
- Essay on a prescribed topic

- Mathematics

Assessment objectives:

- Knowledge and understanding of mathematical techniques
- Analyze, interpret, and communicate mathematics

Content overview:

- Number
- Algebra and graphs
- Coordinate geometry
- Geometry
- Mensuration
- Trigonometry
- Transformations and vectors
- Probability
- Statistics

- Sciences

An applicant must choose at least one Science subject for the entrance test. This subject will be the Group 4 subject they must take if they are accepted to the Diploma Programme at the School of the Nations. The choices are Biology, Chemistry, or Physics.

Assessment objectives:

- Knowledge and understanding
- Handling information and problem-solving
- Investigations

Content overview:

- Cambridge IGCSE syllabi of Biology, Chemistry and/or Physics depending on the Science subject(s) selected.

#### *2.2.2.4. Time and Venue of Entrance Tests*

The school will accept applications beginning on March 1 for admission to the following academic year. Upon receipt of your completed application forms, the School will arrange a date and time for placement test and interview. This process continues until the class is full or the academic year has begun in September. Exact dates for each academic year are available at the Admissions page of the School's website (<https://www.schoolofthenations.com/admissions/>).



Students who fail the entrance tests in April are allowed to retake the tests in August. Applicants living in Macau may be able to schedule alternate testing and interview dates as long as it is done with the IB Diploma Programme Coordinator's approval.

To meet the needs of prospective students who cannot sit tests in Macau, the school allows students to take entrance tests at their present school, providing the school assures that the tests will be taken in strict exam conditions. Completed test papers should be scanned and emailed to the IB Diploma Programme Coordinator.

Contact information for a school guidance counsellor or administrator must be submitted with the admission application to coordinate entrance test procedures.

#### *2.2.2.5. Interview*

In addition to the entrance tests, the school may request that the student attend an admission interview. This is an opportunity for the student to present his/her educational background and explain any inconsistency in the test results or to demonstrate language proficiency. An online interview is possible for students living abroad during the time of application.

#### *2.2.2.6. Admission Decision and Diploma Programme Subject Choice*

Having considered entrance requirements (e.g. tests, references, etc.) and the applicant's curriculum proposal, the school will make an admission decision. Students may be admitted to the full Diploma Programme or advised to follow a Course track that is tailored to their needs and abilities.

Admission to the school or the IBDP may be denied if a candidate's command of the English language, academic preparation, or academic commitment is considered insufficient for the student to successfully cope with the requirements of the program. Decisions will be made in writing.

#### *2.2.2.7. Appeal Process*

Applicants or their parents may request further information or submit an appeal regarding the admission decision within three (3) days of receiving the results. Any appeal must be submitted in writing to the Secondary Administrator. The Secondary Administrator will conduct a thorough review of the application and decision process. If the matter is not resolved after review and discussion with the applicant and their parents, the Secondary Administrator will escalate the appeal to the Director of the School. The Director will make the final determination regarding the admission decision after considering all relevant factors presented during the appeal process.



### 2.2.3 External Students with Inclusive Education Needs

Applicants who indicate in the *Online Student Application Form* that they have inclusive needs in education, or that have been recommended for assessment or are waiting to be assessed by any special/inclusive needs evaluation process are requested to submit the supporting documentation. Each application is analyzed on a case-by-case basis to determine if the School is capable, at this point, of providing the appropriate support according to specific needs and abilities of the applicant. Applications to the IBDP from external students with inclusive education needs are analyzed by a team conformed by administrators, case managers, counselors, and the IB Diploma Programme Coordinator.

## 3. ACCESS

Information within this policy is available for staff, parents, and students.

## 4. UPDATES

Policies and handbooks at the School of the Nations are reviewed yearly before the beginning of each academic year. They are also reviewed when a situation – internal or external – demands it. The reviews and updates are done by the committees assigned for each document and the approval is obtained from the school’s Pedagogical Leadership Team. This policy in particular is reviewed annually by the IB Diploma Programme Coordinator and the Secondary Administrator to ensure its continued effectiveness and alignment with best practices.

### 4.1. Change History

Date	Responsible	Action
2023-06-14	William Leong (Secondary Administrator)	Updated
2023-12-18	Ignacio Marcovecchio (DPC)	Reviewed and formatted
2023-12-22	Vivek Nair (Director)	Approved