



RULES FOR ASSESSMENT AND INTERNAL DEADLINES in the International Baccalaureate Diploma Programme at II. gimnazija Maribor during the academic years 24/25 and 25/26

Article 1

These rules regulate the assessment of students' knowledge and skills in the International Baccalaureate Diploma Programme (hereinafter: IB DP) at II. gimnazija Maribor, the conditions under which students progress from IB DP year 1 to IB DP year 2, and the deadlines to complete all obligations of the IB DP at II. gimnazija Maribor.

Article 2

Rules for the Assessment in Secondary Schools (Official Gazette of the Republic of Slovenia, 30/18), excluding Article 9, Article 14 (first indent), Article 21 (third indent) and *School Rules for Knowledge Assessment at II. gimnazija Maribor* (2024), excluding Article 3, apply to students in the IB DP at II. gimnazija Maribor.

Article 3

The rules of the IB organisation on academic honesty (*Diploma programme academic integrity policy, IBO Cardiff, 2023*), the school rules on academic integrity (*II. gimnazija Maribor Academic Integrity policy, 2024*), and the *Copyright and related rights act* (Official Gazette of the Republic of Slovenia, 16/07) apply to students in the IB DP at II. gimnazija Maribor. The IB DP coordinator introduces the IB organisation's rules, provisions and guidelines for academic honesty and the school's academic integrity policy to the students at the beginning of their IB DP year 1.

Article 4

Throughout the program, students undergo various assessments following the school's assessment policy. Their percentage grades are converted to marks on a 1-to-5 scale as follows:

- 5: excellent (75–100 %)**
- 4: very good (65–74 %)**
- 3: good (51–64 %)**
- 2: satisfactory (40–50 %)**
- 1: unsatisfactory (39 % or less)**

The above grading scale will remain in effect until the new national rules for the IB Diploma Programme in Slovenia are implemented. In addition, the achievement is expressed in percentages, and the corresponding 1-to-7 IB grade is obtained by applying the relevant IB grade boundaries.

Article 5

In every subject, students wishing to improve their grades can retake one test according to the *School Rules for Knowledge Assessment at II. gimnazija Maribor* (2024), with the teacher's agreement. The average of both grades is considered.



Article 6

Students can obtain missing grades 14 days after the end of the 1st grading period or 14 days before the end of the 2nd grading period.

Article 7

The final grades in IB DP Year 1 are calculated as the mean average of all the grades' percentages, which are then transformed into marks using the scale in Article 4.

Article 8

To progress from IB DP 1 to IB DP 2, students need to meet the following requirements:

- obtain all planned grades for all subjects unless the teacher decides otherwise for justified reasons;
- attain a positive final grade for all subjects at the end of the school year;
- fulfil additional obligations as specified in Article 9 of these regulations;
- complete the requirements of the G4-day and IA-week;
- participate in the Freshmen Week, the EE days, the IB Community Day, and the interdisciplinary excursion at the end of the first year unless justified reasons prevent participation.

Article 9

By the end of the academic year 1, an IB DP student needs to fulfil the following additional obligations:

| | |
|-----------------------------------|---|
| Slovene A Literature | <ul style="list-style-type: none"> ● HL + SL: obtain all planned grades (1 grade from a test, 1 grade from a literary essay, 1 oral grade or from a literary essay) ● HL + SL: review of the portfolio (The Learner Portfolio) ● HL: submit the first complete version of the HLE (deadline: May 19, 2025) |
| Serbian A Literature | <ul style="list-style-type: none"> ● HL + SL: obtain all planned grades (1 grade from a literary essay, 1 oral grade) ● HL + SL: review of the portfolio (The Learner Portfolio) ● HL: submit the first complete version of the HLE (deadline: May 8, 2025) |
| English A Language and Literature | <ul style="list-style-type: none"> ● HL + SL: obtain all planned grades (1 test on literary theory, 2 grades from the analysis of non-fiction text, 1 grade from a literary essay, 1 oral grade, 1 grade from BOW) ● HL + SL: complete all planned tasks and oral presentations ● HL + SL: review of the portfolio (The Learner Portfolio) at the end of the first semester and the end of the school year ● HL: submit the first complete version of the HLE (deadline: May 31, 2025) |
| Language A (self-taught) | <ul style="list-style-type: none"> ● Complete all least 2 written tasks |
| English B | <ul style="list-style-type: none"> ● complete all planned written tasks (2 tests on text types) and tests (2 tests on language skills and/or grammar and/or vocabulary) ● complete all planned oral presentations |
| German B | <ul style="list-style-type: none"> ● complete all planned written tasks (2 tests on text types) and tests (2 tests on language skills and/or grammar and/or vocabulary) ● complete all planned oral presentations |
| French B | <ul style="list-style-type: none"> ● complete all planned, written tasks (2 tests on text types) and tests (2 tests on language skills and/or grammar and/or vocabulary) ● complete all planned oral presentations |
| Economics | <ul style="list-style-type: none"> ● SL: obtain 4 written grades ● HL: obtain 5 written grades |

| | |
|--|--|
| | <ul style="list-style-type: none"> ● Submit two comments (trial comment, deadline: January 2024 and first comment, deadline: April 2024). |
| Philosophy | <ul style="list-style-type: none"> ● Obtain all planned grades (4 essays) ● Submit the first complete version of the essay for the internal assessment (deadline: June 2024) |
| History | <ul style="list-style-type: none"> ● SL: obtain 3 written grades ● HL: obtain 4 written grades ● Submit the first complete version of the IA (deadline: June 2025) |
| Psychology | <ul style="list-style-type: none"> ● Obtain 2 written grades (SAQ - short answer questions and ERQ - extended response questions) ● Complete the experimental part and submit the final version of the IA (deadline: June 13, 2025) |
| Biology | <ul style="list-style-type: none"> ● Obtain all written grades (5 tests) ● Complete all recommended laboratory practicals and submit the required reports ● Submit the first complete version of the IA (deadline: June 2025). |
| Physics | <ul style="list-style-type: none"> ● Obtain all written grades (5 tests) ● Complete all recommended experimental exercises and submit the required reports ● Submit the first complete version of the IA (deadline: June 2025). |
| Chemistry | <ul style="list-style-type: none"> ● Obtain all written grades (5 tests) ● Complete all recommended laboratory practicals and submit the required reports ● Submit the first complete version of the IA (deadline: June 2025). |
| Computer sciences | <ul style="list-style-type: none"> ● Obtain all written grades (2 tests SL, 3 tests HL) ● Complete all recommended practical exercises with an oral defence of the work and submit the required reports ● Choose a topic and find a client for the IA solution and submit an outline of planning and solution overview (deadline: June 2025). |
| Mathematics A&A HL | <ul style="list-style-type: none"> ● Obtain all anticipated grades (5 tests) ● Submit a report for a task called Investigation ● Submit the first complete version of the IA task Mathematical exploration (deadline: June 13, 2025) |
| Mathematics A&A SL | <ul style="list-style-type: none"> ● Obtain all anticipated grades (4 tests) ● Complete an investigation task and read and comment on two articles ● Choose a topic for the IA task Mathematical exploration and submit an outline with the set goal of the task and references (deadline: June 2025) |
| TOK – Theory of Knowledge | <ul style="list-style-type: none"> ● Obtain all grades, which are two written grades ● Complete exhibition (deadline: June 2025) |
| CAS – Creativity, Activity and Service | <ul style="list-style-type: none"> ● Balance all three CAS activities ● Conduct at least two interviews with the CAS coordinator ● Submit CAS e-journals (deadline: June 2025) ● Submit signed CAS forms ● Submit a completed CAS project form |
| EE – Extended essay | <ul style="list-style-type: none"> ● Submit an outline of the extended essay with references and the first reflection (recorded in the RPPF form) (deadline: June 10, 2025) ● Submit the first complete version of the extended essay if the essay mentor has determined it in the EE contract. |



Article 10

If a student has a final negative grade in a particular subject at the end of the first year, he/she must take a retake exam to progress to IB DP 2. The exam is conducted according to the *Rules for Assessment in Secondary Schools* (Official Gazette of the Republic of Slovenia, 30/18).

Article 11

If an IB DP student does not meet the requirements to advance to IB DP 2 and is not given a negative final grade, the student must take a supplementary exam to progress. This exam is conducted in accordance with *the Rules for the Assessment in Secondary Schools* (Official Gazette of the Republic of Slovenia, 30/18), or the student must fulfil other missing requirements for advancement by the deadline for supplementary exams.

Article 12

A student who does not fulfil all obligations from Articles 8 and 9 or does not pass the retake or supplementary exam cannot advance to IB DP 2. He/she can transfer to the national program (to the 3rd grade) or attend the same year of the IB DP again.

Article 13

If the reasons for a student's inability to meet all his/her requirements are justifiable (e.g., a long-term disease, challenging social circumstances), the headmaster may permit the student to progress from IB DP 1 to IB DP 2, setting the deadlines by which the student has to meet all the requirements from the first year. The headmaster needs to obtain the approval of the entire IB DP teaching staff.

Article 14

If a student wants to improve his/her final positive grade in a particular subject at the end of the first year, he/she must take a subject exam. The exam is conducted according to the *Rules for the Assessment in Secondary Schools* (Official Gazette of the Republic of Slovenia, 30/18).

Article 15

If a student meets all the requirements from Articles 8 and 9 at the end of IB DP 1, a final certificate with final grades obtained according to Article 7 is issued, and the student advances to IB DP year 2. Otherwise, just a notification note about the results is issued.

Article 16

To obtain an IB diploma, students must fulfil all coursework obligations set by the International Baccalaureate Organization (IBO). These obligations and deadlines are communicated to students and parents at the beginning of their IB DP year 1.



Article 17

In line with the IBO's guidelines, each school sets its internal submission deadlines for students' coursework. These deadlines are determined by the entire IB teaching staff during the teachers' meeting in August. There are three types of deadlines: **interim**, **subject**, and **upload** deadlines. Subject teachers (supervisors) are responsible for informing students about additional interim deadlines and monitoring their progress.

a) Interim deadline

The interim deadlines are set by subject teachers (supervisors) for their specific subjects. The interim deadlines, which represent the requirements to proceed from IB DP 1 to IB DP 2, are listed in Article 9. Interim deadlines for the first complete versions of IA tasks for all subjects are listed in Article 19. Teachers might set additional interim deadlines. Teachers must provide students with feedback based on the guidelines outlined in the respective subject guides. According to the IB guidelines, teachers can annotate and give written feedback only once for the first complete version of the student's work. There must be a sufficient time gap between the given feedback and the subject deadline to allow students to enhance their work.

b) Subject deadline

The subject deadline is the deadline by which students must upload their complete final work to Turnitin. Teachers set their subject deadline at least 14 days before the upload deadline. Subject deadlines apply to the following:

- **Extended Essay (EE)** – the essay and all three reflections written on the RPPF form,
- **Theory of Knowledge (TOK)** – the essay and the planning and progress of the essay on the PPF form,
- **Higher Level Essay (HLE)**,
- **Internal Assessment (IA)** – in all subjects.

After the work is uploaded to Turnitin, the teacher evaluates it to ensure it meets all requirements, including form, citations, originality, etc. If the work falls short of these requirements, students can make improvements, but they cannot alter the content.

For Internal Assessments, the next steps are:

- the teacher collects the Candidate's Declaration of Authenticity forms,
- the teacher evaluates the student's work,
- the teacher records the grades on IBIS,
- randomly chosen students' works are selected for external moderation.

c) Upload deadline

The upload deadline denotes the date students must submit their finalised work to IB eCoursework. Students must upload and verify the authenticity of the following:

- HL Essay (languages A),
- Extended Essay (EE),
- Theory of Knowledge (TOK) Essay.

After students submit their work to IB eCoursework, teachers upload the associated forms:

- RPPF for the EE,
- PPF for the TOK essay.

Teachers then scrutinise the uploaded content. The teacher cannot authenticate the work if a student's submission is markedly different from previous versions.

Regarding internal assessments, the upload deadline is when teachers upload selected students' works for external moderation, along with their feedback and scores.



Article 18

Procedures for not meeting the deadlines are as follows.

a) Not meeting the interim deadline

Each subject teacher determines on a case-by-case basis whether a student's reasons for missing the interim deadline are valid (justified). If the delay is deemed unjustified, the teacher must not provide feedback on the student's work. If the missed deadline is for a task that is a requirement to progress from IB DP 1 to IB DP 2, then Article 11 is applicable.

b) Not meeting the subject deadline

- If a student fails to meet the subject deadline, the subject teacher notifies the IB coordinator within one day.
- Within two days of missing the subject deadline, the student must submit a Deadline Extension Request Form (DERF), detailing the reasons for the delay and providing any necessary documentation.
- In consultation with the coordinator, the subject teacher evaluates the reasons given in the DERF.
- Based on the evaluation:
 - If deemed justified, a new submission deadline is established, aligned with the upload deadline.
 - If found unjustified, the teacher evaluates and/or comments on the student's most recent version of the work. If no version has been submitted, this is recorded on IBIS, and the student will not be eligible to receive a grade for that subject in the May exam session.
 - The student and their parents are informed of the decision within five working days after the IB coordinator receives the DERF.

c) Not meeting the upload deadline

- Within a day of the student's failure to meet the deadline, the subject teacher informs the IB coordinator.
- Within a day of being notified, the IB coordinator calls a meeting with the subject teacher, the student, the headmaster and the student's parents or legal guardians, where the new upload deadline is set.
- If the student does not meet the new upload deadline, the teacher is neither obliged to upload any necessary forms nor authenticate the student's work.
- Within a day of the teacher's failure to meet the deadline and upload students' IA work for moderation, the teacher informs the IB coordinator, provides a reason for the delay and sets a new deadline before the 20th of April.

Article 19

This Article determines the **Table of internal coursework deadlines and examination dates for oral exams for the diploma session: MAY 2026**

| SUBJECT | INTERIM DEADLINE First complete version | SUBJECT DEADLINE | UPLOAD DEADLINE | |
|----------------------------|---|------------------|----------------------|----------------------|
| | | | submitted by student | submitted by teacher |
| INTERNAL ASSESSMENT | | | | |
| Biology | 20/6/2025 | 1/12/2025 | | |
| Chemistry | 18/6/2025 | 9/1/2026 | | |
| Physics | 20/6/2025 | 1/12/2025 | | |
| Computer Science | 20/6/2025 | 6/1/2026 | | |
| Mathematics A&A SL | 1/2/2026 | 15/3/2026 | | |
| Mathematics A&A HL | 13/6/2025 | 16/1/2026 | | |
| Philosophy | 15/1/2025 | 15/3/2025 | | |
| History | 16/6/2025 | 3/11/2025 | | |
| Economics | 2/2/2026 | 16/3/2026 | | |
| Psychology | 6/6/2025 | 13/6/2025 | | |
| TOK exhibition | 20/6/2025 | 1/12/2025 | | |
| ORAL EXAMINATION | | | | |
| Slovene A Lit. HL | | January 2026 | | 1/4/2026 |
| Serbian A Lit. | | March 2026 | | |
| Macedonian A Lit. | | March 2026 | | |
| English A La. & Lit. | | 11/2/2026 | | |
| English B | | February 2026 | | |
| German B | | March 2026 | | |
| French B | | March 2026 | | |
| EXTENDED ESSAY | | | | |
| Biology | The deadlines for the first complete version are determined in the EE contract. | 15/1/2026 | 1/2/2026 | 15/2/2026 |
| Chemistry | | 15/1/2026 | | |
| Physics | | 15/1/2026 | | |
| Computer Science | | 15/1/2026 | | |
| Serbian A Lit. | | 15/1/2026 | | |
| Slovene A Lit. | | 15/1/2026 | | |
| English A La. & Lit. | | 15/1/2026 | | |
| English B | | 15/1/2026 | | |
| German B | | 15/1/2026 | | |
| French B | | 15/1/2026 | | |
| Mathematics | | 15/1/2026 | | |
| Philosophy | | 15/1/2026 | | |
| History | | 15/1/2026 | | |
| Psychology | | 15/1/2026 | | |
| Economics | | 15/1/2026 | | |
| WSE | | 15/1/2026 | | |

| SUBJECT | INTERIM DEADLINE First complete version | SUBJECT DEADLINE | UPLOAD DEADLINE | |
|----------------------|--|--|----------------------|----------------------|
| | | | submitted by student | submitted by teacher |
| HL ESSAY | | | | |
| Language A Lit. | Slovene A Lit: 19/5/2025 | Slovene A Lit: 30/9/2025 | 15/1/2026 | 1/3/2026 |
| | Serbian A Lit: 8/5/2025 | Serbian A Lit: 30/9/2025 | | |
| English A La. & Lit. | 31/5/2025 | 30/9/2025 | | |
| CAS | | | | |
| CAS | | 2/4/2026 - 9/4/2026 presentation | 10/4/2026 | 1/6/2026 |
| TOK ESSAY | | | | |
| TOK Essay | 15/1/2026 | 15/2/2026 | 5/3/2026 | 15/3/2026 |

IB FINAL DEADLINE FOR EXTERNALLY ASSESSED COMPONENTS: 15. 3. 2026

IB FINAL DEADLINE FOR INTERNAL ASSESSMENT: 20. 4. 2026

IB FINAL CAS DEADLINE: 1. 6. 2026

Article 20

If a student meets all the coursework requirements and successfully completes the final exams in May, a final certificate with final grades equal to the grades of the final exams transformed to the Slovene system using *Regulations on the implementation of the Educational Program of the International Baccalaureate Diploma Programme* (Official Gazette of the Republic of Slovenia, 67/04) is issued. Otherwise, just a notification note about the results is issued.

Article 21

The school regularly notifies the student's parents and/or guardians of the student's academic progress according to the school's assessment policy.

Article 22

The student and his/her parents or guardians get familiar with the contents of the *Rules for Assessment and Internal Deadlines* in the International Baccalaureate Diploma Programme at II. gimnazija Maribor at the beginning of their IB DP year 1, which they confirm with their signature below.

Maribor, 1. 9. 2024

Dr. Marko Jagodič, *headmaster*



We hereby confirm that we are familiar with the content of the *Rules for Assessment and Internal Deadlines* in the IB DP at II. gimnazija Maribor

Name and surname of the student (in upper-case letters):

Date: _____

Signature of the student:

Signature of the parent/guardian: