



**CROWN AMERICAN PRIVATE SCHOOL**  
**مدرسة كراون الأمريكية الخاصة**

**ADVANCED  
PLACEMENT POLICY  
AY 2022/2023**



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## POLICY INTENT

This policy is developed to serve as a guide for the development and implementation of student assessment in school. This is designed to standardize the implementation of strategies related to reporting grades, computing the marks per term, and planning to use the assessment data to inform instruction and the curriculum.

## POLICY IMPLEMENTATION

This policy is implemented along with the Curriculum and Assessment Policies. The policy implementation date is September 2022. All stakeholders are expected to adhere to this policy with full fidelity.

## POLICY REVIEW

This policy will be reviewed periodically and not less frequently than once a year.

Date of Completion:	10 September 2022
Date of Next Review:	10 August 2023



## GENERAL POLICIES

### 1. Description and Purpose of the Handbook:

This handbook sets forth Crown American School's Advanced Placement Program. The handbook outlines the services, policies and procedures for all grade 10 to 12 students enrolled in the Advanced Placement program. The AP (Advanced Placement) Test is a subject based standardized assessment that takes place yearly to measure how well a student has mastered the content and skills taught in an AP course. The enrolled students are served through the AP program in the four core areas: English, Math, Science, and Social Studies. The purpose of this document is to clarify expectations for students enrolled in AP courses at the high school and to explain the procedures and requirements. **Effective from academic year 2022 – 2023**, it is mandated as per the Ministry of Education to offer AP courses to all high school students.

## AP PROGRAMME RATIONALE

### 2. AP Programme Rationale:

#### a. Objectives:

At CAPS, AP classes give students the opportunity to practice (at the appropriate level) skills that will enable them to be successful in university. AP classes will expose students to the type of expectations and activities required by the AP program. AP classes lay the foundation for success not only in the upper level classes, but also ultimately in college course work itself.

#### b. Benefits of the AP Programme:

##### For Colleges and Universities:

- It identifies and attracts highly motivated students who have succeeded in rigorous, college-level courses and demonstrated their ability through demanding national examinations.
- It provides admissions officers with an excellent predictor of student success in college.
- It enables students to diversify and deepen their college curriculum by placing them out of introductory level college courses to which they have demonstrated competence.
- It improves the articulation of college and high school curricula.

##### For Students:

- It provides the opportunity for college credit for courses taken in high school.
- Students can start university by skipping the foundation or first year according to how many AP tests are passed with a score of a three or greater (depending on college/university)



- Money will be saved due to not having to pay for courses and textbooks
- Time will be saved; can possibly graduate college in three years
- It develops the analytical and study skills required to succeed in college courses.
- It motivates students to undertake more challenging work in both high school and college.
- It provides direction in selecting college majors.
- It sets students on a more likely path to college graduation, double majors, and graduate school.

#### **Characteristics of AP Students:**

- Be able to read extremely well
- Be confident in class discussion and oral expression
- Be able to listen and participate in the thoughtful exchange of ideas
- Take responsibility for reading and writing assignments without relying on Cliff's Notes, Internet summaries, and other available resources
- Be able to accept and to offer constructive criticism
- Be able to accept and to offer questions for which there are no clear answers
- Possess writing abilities, which demonstrate control of mechanics, grammar, and usage, organization, diction, and syntax
- Seek out challenges and new concepts
- Possess a respect and regard for learning in general
- Be willing to go beyond the minimum requirements of any assignment

#### ***c. Eligibilities:***

Successful AP students are typically task oriented, proficient readers who are able to set priorities with regard to time and responsibilities. Parental support of the program also plays a key role in the success of these students. AP students will be offered the opportunity to participate in a college-level learning environment. It should be understood AP courses are challenging. However, students can rise to the challenge. The AP courses require students be independent learners practicing effective time management, directed inquiry, strong study skills, applied analysis, and critical thinking. The objectives of the AP courses are for the students to excel on the AP examinations during the spring semester and to promote a successful transition to college.

#### ***d. Academic and financial considerations:***

CAPS is welcoming all high school students to participate in the AP programme. However, it is encouraged for student and parent to have an open and honest discussion about the benefits and challenges of undertaking an AP course, and subsequently decide whether it is the correct choice for them or not. As mentioned previously, AP courses require consistent academic dedication for success in the AP exam, therefore current performance in high school subjects thus far must also be considered.

Please note that undertaking AP courses will also potentially impact the overall school hours and tuition fee for the year. Further information will be released via memo once the school receives clarity on the matter from MOE. The exam



cost however is determined by the College Board and will be relayed to all parents via memo as well.

### THE AP PATHWAY PROGRAMME

The AP courses offered to students at CAPS are dependent on which cluster the student chooses to pursue. Please note that this decision must be made in grade 9, and that students are expected to stick to their chosen cluster for the entire duration of their high school career.

As per the guidelines from the Ministry of Education, it is mandatory for schools to offer the following AP subjects:

- AP Calculus AB
- A choice between AP Biology and AP Chemistry
- AP Physics C: Electricity and Magnetism
- AP Physics C: Mechanics.
- An elective AP subject

The elective AP subjects offered by CAPS will be:

- AP English Language and Composition
- AP Macroeconomics
- AP Statistics
- AP Computer Science Principles

As directed by MOE, CAPS will offer AP courses in one of the three following ways; students will have the choice to pick which option is most suited to their plans for university.

<b>MOE Mandated High School Requirements for Grades 10 – 12 (Effective from AY 2022 – 2023)</b>			
	<b>Option 1: GENERAL</b>	<b>Option 2: ADVANCED</b>	<b>Option 3: ELITE</b>
<b>Mandatory High School Subjects</b> <i>(Students are expected to take <b>all</b> listed subjects)</i>	<ul style="list-style-type: none"> <li>• English</li> <li>• Maths</li> <li>• Physics</li> <li>• Chemistry</li> <li>• Biology</li> </ul>	<ul style="list-style-type: none"> <li>• English</li> <li>• Maths</li> <li>• Physics</li> <li>• Chemistry</li> <li>• Biology</li> </ul>	<ul style="list-style-type: none"> <li>• English</li> <li>• Maths</li> <li>• Physics</li> <li>• Chemistry</li> <li>• Biology</li> </ul>
<b>Mandatory AP Subjects</b> <i>(Students are expected to take <b>all</b> listed subjects)</i>	NONE	<ul style="list-style-type: none"> <li>• AP Calculus AB</li> <li>• AP Biology <b>(OR)</b> AP Chemistry</li> </ul>	<ul style="list-style-type: none"> <li>• AP Calculus AB</li> <li>• AP Biology <b>(OR)</b> AP Chemistry</li> <li>• AP Physics C: Electricity and Magnetism</li> <li>• AP Physics C: Mechanics</li> </ul>



<p><b>Elective AP Subject</b></p> <p><i>(Students are expected <b>only one</b> of the listed subjects)</i></p>	<p>NONE</p>	<p>NONE</p>	<ul style="list-style-type: none"><li>• AP Statistics</li><li>• AP Macroeconomics</li><li>• AP Environmental Science</li><li>• AP Computer Science Principles</li><li>• AP English Language and Composition</li></ul>
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*In depth explanations for each cluster are available in page 8.*

**SAT 1 Exam:**

Students enrolled in AP courses are encouraged to take the SAT test early in their high school careers. It is recommended that students take these tests more than once; it has been proven that student's scores usually improved with multiple tries on these standardized tests. As of this moment, there are no guidelines available from MOE about SAT1 tests being mandatory. However, our students are encouraged to participate in the test as it greatly determines the success a student might have in AP courses.



**TABLE 2: In Depth Explanation of Offered Clusters**

CLUSTER	CLUSTER DESCRIPTION  A brief description of the clusters and how students will need to plan their high school careers accordingly	TARGET AUDIENCE  Please note that the below written lists per cluster is <b>not exhaustive</b> , and students can pursue careers outside the listed as well. The lists are merely a very simplistic guide to help students make future decisions.	HIGH SCHOOL COLLEGE PORTFOLIO CHECKLIST  These are the different assessments students should accomplish before graduating grade 12
<b>CLUSTER A</b> - GENERAL	<p style="text-align: center;"><b>GRADE 10 to 12:</b></p> <p>This option offers only the mandatory high school subjects students are expected to take to complete their high school credit hours. No AP subjects are offered in this option. This cluster can be considered for students who do not wish to enrol in a STEM based programme at university.</p> <p>They will be given the option to choose any of the AP course offering clusters if they feel prepared to do so. The final choice will be up to the school, which will accept/deny the request based on the performance of the student in their high school subjects. A consultation with the student's subject teachers will also be done to get an educated estimation of the student's ability to perform well in an AP program.</p>	<ol style="list-style-type: none"> <li>Students who wish to pursue a career in:             <ul style="list-style-type: none"> <li><b>Humanities</b> (<i>Philanthropy, Charity, NGOs, Infrastructure Care</i>)</li> <li><b>Public Service</b> (<i>Policeman, Government, Emergency Services</i>)</li> </ul> </li> <li>Students who are certain their university of choice will not ask for AP exam marks as a requirement.</li> </ol>	<p>By the end of Grade 12, cluster A students should have:</p> <ul style="list-style-type: none"> <li>Passed all high school subjects with a minimum mark of 60</li> <li>EmSAT scores for English, Arabic, Physics, and Maths</li> </ul>
<b>CLUSTER B</b> - ADVANCED	<p style="text-align: center;"><b>GRADE 10:</b></p> <p>Students will continue learning the already offered high school subjects. They will be asked to prepare their choice between AP Biology and AP Chemistry for Grade 11.</p>	<p>Students who wish to pursue a career in:</p> <ul style="list-style-type: none"> <li><b>Biology</b> (<i>Biochemist, Microbiologist, Ecologist</i>)</li> </ul>	<p>By the end of Grade 12, cluster C students should have:</p>





	<p><b>GRADE 11:</b> Students will be taking their high school subjects, with an added AP course, either <b>AP Biology or AP Chemistry</b>. The AP course chosen for the year cannot be changed (as per the recommendations of College Board).</p> <p><b>GRADE 12:</b> Students will be taking their high school subjects, with an added AP course of <b>AP Calculus AB</b>. The AP course chosen for the year cannot be changed (as per the recommendations of College Board).</p> <p>Cluster C will be offered the above highlighted AP courses only, as it is mandated by the MOE.</p>	<ul style="list-style-type: none"> <li>• <b>Chemistry</b> (<i>Chemist, Pharmacist, Quality Control</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Passed all high school subjects with a minimum mark of 60</li> <li>• AP test score of at least 3 for two subjects</li> <li>• EmSAT scores for English, Arabic, Physics, and Maths</li> </ul>
<p><b>CLUSTER C – ELITE</b></p>	<p><b>GRADE 9:</b> Students will continue learning the already offered high school subjects. They will be asked to prepare their choice of elective for grade 10.</p> <p><b>GRADE 10:</b> Students will be taking their high school subjects, with an added AP elective course for the year. The elective that is chosen cannot be changed (as per the recommendations of College Board).</p> <p>Students will pick one course from the following list:</p> <ul style="list-style-type: none"> <li>• <b>AP English Language and Composition</b></li> <li>• <b>AP Macroeconomics</b></li> <li>• <b>AP Statistics</b></li> <li>• <b>AP Computer Science Principles</b></li> </ul>	<p>Students who wish to pursue a career in:</p> <ul style="list-style-type: none"> <li>• <b>Biology</b> (<i>Doctor, Forensic Science, Research Scientist, Biostatistician</i>)</li> <li>• <b>Chemistry</b> (<i>Clinical Specialist, Lab Technician, Scientific Sales and Marketing</i>)</li> <li>• <b>Infrastructure</b> (<i>Architect, Data Scientist</i>)</li> <li>• <b>Engineering</b> (<i>Biomedical Engineer, Chemical Engineer, Civil Engineer etc</i>)</li> </ul>	<p>By the end of Grade 12, cluster D students should have:</p> <ul style="list-style-type: none"> <li>• Passed all high school subjects with a minimum mark of 60</li> <li>• AP test score of at least 3 for five subjects</li> <li>• EmSAT scores for English, Arabic, Physics, and Maths</li> </ul>



	<p style="text-align: center;"><b>GRADE 11:</b></p> <p>Students will be taking their high school subjects, with two added AP courses, either <b>AP Biology or AP Chemistry, and AP Physics C: Mechanics</b>. The AP course chosen for the year cannot be changed (as per the recommendations of College Board).</p> <p style="text-align: center;"><b>GRADE 12:</b></p> <p>Students will be taking their high school subjects, with two added AP courses - <b>AP Calculus AB and AP Physics C: Electricity and Magnetism</b>. The AP course chosen for the year cannot be changed (as per the recommendations of College Board).</p> <p>Cluster E will be offered the above highlighted AP courses only, as it is mandated by the MOE.</p>	<ul style="list-style-type: none"><li>• <b>Technology</b> (<i>Biotechnologist, Nanotechnology, Prosthesis, Particle Scientist</i>)</li> <li>• <b>Physics</b> (<i>Astrophysicists, Medical Technology Practitioner, Space Engineer</i>)</li></ul>	
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Please note that the school will not consider student requests for changing clusters unless the student is performing exceptionally poorly in their chosen cluster. This change will also be granted at the end of an academic year, and will be effective from the following academic year. However, as stated in table 2, students in the “General” cluster can shift to one of the AP offering clusters – a decision on this request will be made after taking their performance in the high school subjects into account.



## AP GRADING POLICY

### How are AP grades weighted?

AP semester grades are weighted to reflect the increased levels of rigor, work load, and expectations as compared to traditional high school classes. This means that the value of the letter grade on a student's transcript is increased by 1.0 in calculating the student's overall mark for the term. The exception is for a D or F earned for the course. Marks are calculated at the end of each semester.

### Weighted Grade Scale:

Letter Grade in School	Equivalent AP Score	AP Score Meaning
A	5.0	Extremely well qualified
B	4.0	Well qualified
C	3.0	Qualified
D	1.0	Possibly qualified
F	0.0	No recommendation

Students will only receive the weighted grade if they take the AP exam in May. If a student does not take the exam or if they drop the course at semester, they will not receive the weighted AP grade.

### When are the AP exams?

A student's mastery of the course content is tested each May through the College Board Testing Program. Most tests consist of multiple choice questions and various free response essays. A few courses do not have final tests but rather submission of final projects that are graded. Results are released the following July and are mailed to each student. **They are scored on a scale of 1 - 5, with scores of 3 and higher considered passing in most institutions.**

AP exams are administered the first two full weeks of May. Parents should be aware this can be a difficult time in managing preparation and taking exams. Students may find that commitments outside of school compete with their need to prepare for the exams. We suggest that parents and students work together to manage the increased time to be successful on these tests.

## BENEFITS OF AP COURSES

### What are the Benefits of the Advanced Placement (AP) Program?

#### Prescription for Student Success in AP Courses:

Establish a good working relationship with your teacher, for they are your best source for information about the course.

- Use the course calendars provided to effectively manage your time and workload for each class.
- Consult your peers; rely on each other to streamline studying for a challenging course by forming a study group with classmates.
- READ each and every chapter or assignment critically - take notes, summarizing salient points IN YOUR OWN WORDS, and record questions as they occur to you for subsequent use in tutorials or class discussions.
- Take lecture notes IN YOUR OWN WORDS so they have clear meaning to you.



- Study notes from lectures and previously assigned readings on a consistent basis - a small amount of time every night is most effective - until tested on the material.
- STAY ORGANIZED in each of your classes.
- Beware of the dreaded snowball effect.
- Attend tutorials any time you don't fully understand major concepts.
- Make a list of new vocabulary terms and their corresponding definitions; study such new terms regularly until you internalize them.
- ADVOCATE for YOURSELF: Ask questions (in or out of class), seek assistance (in person or via email), and attend tutorials as needed.

## ROLES AND RESPONSIBILITIES

### a) Parents:

- Pay attention to your child's schoolwork and monitor whether or not they are keeping up with assignments. Calendars and class materials will be made available on the school website.
- Be positive about the education your child receives and the skills and opportunities gained through their hard work. Reinforce the benefits of participation and diligence in school and the rewards reaped by maintaining good grades.
- Create, organize, and maintain a quiet study area at home.
- Set high but realistic expectations for your child's performance. Expect that they will be challenged by their course work and support them as they stretch to tackle those challenges.
- Encourage your student to attend tutorials as needed. Tutorials provide great opportunities for your child to receive additional one-on-one assistance from their teachers.
- Discuss with your child the commitment they are making when enrolling in AP classes. Your student should anticipate remaining in these courses for the duration of the class.
- Celebrate accomplishments regularly. Praise your child's achievements and efforts; such affirmation will help your student to build self-confidence in their intellectual ability and motivate them to continue on the path to academic achievement.

### b) Teachers:

- Assist your student in developing successful time management skills. Encourage them to think ahead about how much time they will need to complete class projects or to prepare for multiple tests in the same week.
- Be positive about the education your student receives and the skills and opportunities gained through their hard work. Reinforce the benefits of participation and diligence in school and the rewards reaped by maintaining good grades.
- Be realistic about your student's course load. Too many AP classes for a student active in several clubs, sports, or organizations may cause her to be overextended or exhausted.
- Celebrate accomplishments regularly. Praise your child's achievements and efforts; such affirmation will help your student to build self-confidence in their intellectual ability and motivate them to continue on the path to academic achievement.



## AP COURSE EXPECTATIONS

**Grading:** Advanced/AP courses will receive weighted grading when figuring grade point averages for class rank.

**Late Work:** Advanced/AP courses do not allow credit for late work/missing assignments. Late work/missing assignments will be assigned a grade of zero and cannot be recovered. If a student fails to turn in an assignment or complete a take home assessment, they will receive a zero. Students who have an excused absence on the day an assignment or take home assessment is due must turn in the assignment or the take home assessment on the day they return.

**Summer Assignments:** Students enrolled in AP courses must complete the summer assignments for that grade level (if required). If a student fails to successfully complete the assignment(s), they will receive a zero as an assessment grade. In addition, students and parents should know assignments for the school year are both strenuous and strict and have been selected on educational merit and from AP College Board recommendations.

**Academic Dishonesty:** The student handbook defines plagiarism as the use of another person's original ideas or writing as one's own without giving the other person credit. Examples of plagiarism include discussing and/or copying answers to homework assignments with other persons, copying or paraphrasing information found on the Internet or in another reference source without citing the information as coming from a secondary source, and copying or paraphrasing research papers. Students guilty of plagiarism are subject to academic and/or disciplinary action.

### Requirements for Advanced/AP Students:

- Complete summer assignment to be turned in on specified date (failure to complete this assignment will result in either a zero being given for the assignment as an assessment grade or removal from the course).
- Maintain a minimum average of at least 60 each six weeks in all subjects
- Complete Independent Reading Project each six weeks (English only)

If a student fails to meet the previously listed requirements, the student will receive Academic Supervision for the next six weeks. The terms of Academic Supervision are as follows:

- Conference will occur between teacher, parents, and instructional specialist to create an action plan for students
- Students will be required to earn a minimum grade of 60 for the subsequent six weeks