



ST. STEPHEN'S SCHOOL  
ROME, ITALY



IB HANDBOOK

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## The International Baccalaureate at St. Stephen's

The International Baccalaureate is a non-profit organization founded in Geneva in 1968 with the mission of providing balanced and rigorous educational curriculum for students aged 3 to 19 in three different programs:

- **Primary Years Programme (PYP)**
- **Middle Years Programme (MYP)**
- **Diploma Programme (DP)**

At St. Stephen's, we offer the DP in grades 11 and 12. The DP is a pre-university course of studies, requiring coursework, orals and examinations. The diploma is not modelled on any one country's education system but instead takes elements from many.

St. Stephen's realized in the early 1970s the potential importance of this International Baccalaureate as a university entrance qualification with an international dimension. In 1975, St. Stephen's became the first school in Italy to offer the International Baccalaureate. Our first two candidates received their diplomas in 1978, and our early IB school number, 0061, testifies to our pioneer spirit.

As of June 2024, there were more than 8,000 programmes being offered worldwide across 5,800 schools in 160 countries.

St. Stephen's echoes the diversity of the IB, with 300 enrolled students representing more than 60 different nations.

## Who Is the Diploma Programme for?

The International Baccalaureate® (IB) Diploma Programme (DP) is open to any student aged 16-19. The DP is an academically challenging and balanced programme of education. It addresses the intellectual, social, emotional and physical well-being of students, and is respected by universities across the globe.

We strive to provide a holistic preparatory experience with an emphasis on our core values of care, scholarship, creativity, integrity and independence, all of which lay the foundation for

continued academic achievement and a fulfilling life and support the development of students within the IB diploma programme.

St. Stephen's supports the commitment of the IB in the development of students according to the attributes outlined in their IB learner profile.

The profile aims to develop learners who are:



- Inquirers
- Knowledgeable
- Thinkers
- Communicators

- Principled
- Open-minded
- Caring
- Risk-takers

- Balanced
- Reflective

For more information >

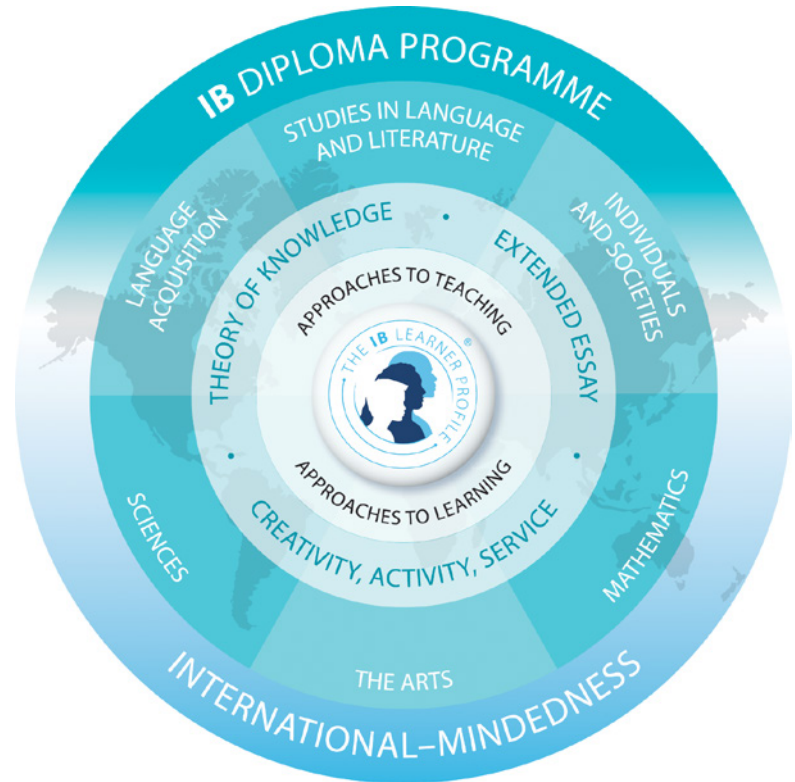
[www.ibo.org/benefits/learner-profile](http://www.ibo.org/benefits/learner-profile)

## How Does the DP work?

The DP is centred on the core:

- **Extended Essay (EE)**
- **Theory of Knowledge (TOK)**
- **Creativity, Activity, Service (CAS)**

In addition, students choose a course from within each of the six subject groups. Most courses will require written examinations at the end of the DP as well as coursework. Components of the DP core also require students to produce coursework. From the six subjects chosen, students at St. Stephen's must choose 3 Higher Levels (HL) and 3 Standard Levels (SL). SL courses ensure students are exposed to a range of disciplines that they might otherwise opt out of, and HL courses allow students to spend more time with subjects they are more interested in by exploring options in addition to the SL core curriculum. Both SL and HL courses are meant to span the two years of the DP. SL courses are recommended to have at least 150 hours of instructional time, and HL courses are recommended to have at least 240 instructional hours.



## What Is the DP Core?

**Theory of knowledge (TOK)**, in which students reflect on the nature of knowledge and on how we know what we claim to know. TOK is assessed through an oral presentation and a 1600 word essay. Students at St. Stephen's take a TOK class once a week throughout grade 11 and 12.

*For more info >*

[www.ibo.org/programmes/diploma-programme/curriculum/theory-of-knowledge](http://www.ibo.org/programmes/diploma-programme/curriculum/theory-of-knowledge)

**The extended essay (EE)**, which is an independent, self-directed piece of research, finishing with a 4,000-word paper.

Students at St. Stephen's start the EE process in the second semester of grade 11 and will have completed the essay by the end of the first semester of grade 12. Each student will have the opportunity to choose a subject area they are interested in and will then be assigned a supervisor that they can work with throughout the process.

*For more info >*

[www.ibo.org/programmes/diploma-programme/curriculum/extended-essay](http://www.ibo.org/programmes/diploma-programme/curriculum/extended-essay)



**Creativity, activity, service (CAS)**, in which students complete a project related to those three concepts. Students at St. Stephen's, are encouraged to join or run clubs as well as propose their own projects in order to gain experience in the three areas.

*For more info >*

[www.ibo.org/programmes/diploma-programme/curriculum/creativity-activity-and-service/cas-projects](http://www.ibo.org/programmes/diploma-programme/curriculum/creativity-activity-and-service/cas-projects)

# What Are the Subject Groups?

Students choose courses from the following subject groups:

- language and literature
- language acquisition
- individuals and societies
- sciences
- mathematics
- the arts

However, students may opt to study an additional subject from sciences, individuals and societies, or languages, instead of a course in the arts.





## Group 1 Language and Literature

Students take at least one subject from studies in language and literature. Taking two studies in language and literature subjects in different languages is one way of obtaining a bilingual diploma.

The courses offer a broad range of texts, and students grow to appreciate a language's complexity, wealth and subtleties in a variety of contexts.

At St. Stephen's we offer\*:

English Literature HL

English Language and Literature HL

English Language and Literature SL

Italian Language and Literature HL

Italian Language and Literature SL

French Language and Literature HL

*\* Please note course offerings are subject to change.*



## Group 2 Language Acquisition

The main emphasis of the modern language courses is on the acquisition and use of language in a range of contexts and for different purposes while, at the same time, promoting an understanding of another culture through the study of its language.

Classical languages provide opportunities for students to study the language, literature and culture of ancient Rome or Greece.

At St. Stephen's we offer:

Italian B HL

Italian B SL

Italian ab initio SL

French B HL

French B SL

Spanish B HL

Spanish B SL

Latin HL

Latin SL

Classical Greek SL

*\* Other Languages may be available on request at additional cost*



### Group 3 **Individuals and Societies**

Each subject is designed to foster in students the capacity to identify, to analyse critically and to evaluate theories, concepts and arguments relating to the nature and activities of individuals and societies.

At St. Stephen's we offer:

History HL

Economics HL

Economics SL

Environmental Societies and Systems SL

Art History SL

Business Management HL

Business Management SL

Global Politics SL

*\* Please note Economics and Business Management are not offered together.*

*\* Please note course offerings are subject to change.*



## Group 4 Sciences

Students explore the concepts, theories, models and techniques that underpin each subject area and through these develop their understanding of the scientific method.

A compulsory project encourages students to appreciate the environmental, social and ethical implications of science. This exercise is collaborative and interdisciplinary and provides an opportunity for students to explore scientific solutions to global questions.

At St. Stephen's we offer:

Biology HL

Biology SL

Chemistry HL

Chemistry SL

Environmental Systems and Societies SL

Physics HL

Physics SL



## Group 5 Mathematics

All of the mathematics courses aim to enable students to develop mathematical knowledge and concepts as well as logical, critical and creative thinking. In addition, each of these courses requires students to employ and refine their powers of abstraction and generalization.

Students are also encouraged to appreciate the international dimensions of mathematics and the multiplicity of its cultural and historical perspectives.

At St. Stephen's we offer\*:

Mathematics Analysis and Approaches HL

Mathematics Analysis and Approaches SL

Mathematics Applications and Interpretation HL

Mathematics Applications and Interpretation SL

*\* Please note course offerings are subject to change.*



## Group 6 The Arts

The subjects in the arts allow a high degree of adaptability to different cultural frames of reference. The emphasis is on creativity in the context of disciplined, practical research into the relevant genres.

In addition, each subject is designed to foster critical, reflective and informed practice, help students understand the dynamic and changing nature of the arts, explore the diversity of arts across time, place and cultures, and express themselves with confidence and competence.

At St. Stephen's we offer:

Visual Arts HL

Theatre HL

Theatre SL

*\* Please note course offerings are subject to change.*

## Assessment

Each subject is graded on a scale from 1 point (the lowest) to 7 points (the highest).

The maximum score is 45 points: 42 from the individual subjects and a maximum of 3 bonus points available for combined performance in the Extended Essay and Theory of Knowledge components. The Extended Essay and Theory of Knowledge components are graded from A to E.



The IB Diploma will be awarded to a candidate provided all the following requirements have been met.

- a. CAS requirements have been met.**
- b. The candidate's total points are 24 or more.**
- c. There is no "N" awarded for theory of knowledge, the extended essay or for a contributing subject.**
- d. There is no grade E awarded for theory of knowledge and/or the extended essay.**
- e. There is no grade 1 awarded in a subject/level.**
- f. There are no more than two grade 2s awarded (HL or SL).**
- g. There are no more than three grade 3s or below awarded (HL or SL).**
- h. The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).**
- i. The candidate has gained 9 points or more on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).**
- j. The candidate has not received a penalty for academic misconduct from the Final Award Committee.**

|                |   | Theory of Knowledge |                   |                   |                   |                   |
|----------------|---|---------------------|-------------------|-------------------|-------------------|-------------------|
|                |   | A                   | B                 | C                 | D                 | E                 |
| Extended Essay | A | 3                   | 3                 | 2                 | 2                 | Failing condition |
|                | B | 3                   | 2                 | 2                 | 1                 | Failing condition |
|                | C | 2                   | 2                 | 1                 | 0                 | Failing condition |
|                | D | 2                   | 1                 | 0                 | 0                 | Failing condition |
|                | E | Failing condition   | Failing condition | Failing condition | Failing condition | Failing condition |



## University Recognition

**The IB is widely recognised across the world. The following information represents the countries of interest for most of our students.**

### **United Kingdom**

UK universities and colleges accept the IB Diploma for entry to all first degree courses and higher education institutions. However, requirements are a matter for each individual institution to decide. Requirements will vary depending on the institution and the course.

### **United States**

A student applying to the USA must make direct contact with the college or university. In general, colleges and universities will require a written application, transcript and additional standardized testing.

### **Italy**

The IB Diploma is recognized for university entry in Italy. Furthermore, IB Diplomas must be legalised at the Italian Consulate in Geneva, after which students can register directly at the university.

As St. Stephen's is recognized by the Italian Ministry of Education, our students enjoy the same rights granted to holders of the Italian Maturita, e.g. university recognition.

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# University Recognition

Students should follow one of the following options listed below if they are interested in being recognised in Italy.

| 1 > Languages                                                  | 2 > Science                                                                               | 3 > Classics                                                   | 4 > Human Sciences                                             |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------|
| First Language                                                 | First Language                                                                            | First Language                                                 | First Language                                                 |
| Second Language                                                | Second Language                                                                           | Latin                                                          | Second Language                                                |
| History or Economics                                           | History or Economics                                                                      | History or Economics                                           | History                                                        |
| Chemistry or Physics or<br>Biology or Environmental<br>Science | Chemistry or Physics or<br>Biology                                                        | Chemistry or Physics or<br>Biology or Environmental<br>Science | Chemistry or Physics or<br>Biology or Environmental<br>Science |
| Mathematics or<br>Mathematical Studies                         | Mathematics                                                                               | Mathematics or<br>Mathematical Studies                         | Mathematics or<br>Mathematical Studies                         |
| Third Language                                                 | Chemistry or Biology or<br>Environmental Science or<br>Latin or Arts or History<br>of Art | Greek (SL only)                                                | History of Art or<br>Economics or Arts                         |

Students must also take the following higher level subject.

|                   |                |                      |            |
|-------------------|----------------|----------------------|------------|
| First Language HL | Mathematics HL | Latin HL or Greek HL | History HL |
|-------------------|----------------|----------------------|------------|

For more info >

[www.ibo.org/university-admission/recognition-of-the-ib-diploma-by-countries-and-universities/country-recognition-statements](http://www.ibo.org/university-admission/recognition-of-the-ib-diploma-by-countries-and-universities/country-recognition-statements)



## Who Should Do the IB Diploma?

There are two groups of students who should pursue the IB Diploma: those who need it for entrance to the universities of their choice and those who, academically able and motivated, want to undertake a challenging course of study. They must be willing to work hard and be able to organize their time effectively. The IB coordinator is available to advise students and parents at any time on matters regarding the IB. Students are also encouraged to communicate with their advisors and use them as a point of reference.

# IB Registration Categories

There are four options when registering as an IB candidate.

## Diploma

This is the default status for all IB candidates. It implies that the student is fulfilling the requirements of the full Diploma Programme, will receive a total score out of 45, and is aiming to obtain the IB Diploma.

## Anticipated

In certain cases students may finish subjects after only one year, and hence 'anticipate' these requirements. A student may pursue this option for a maximum of two courses, each at the standard level only. Students who anticipate a subject will have a strong background in the area and ability to master its material in a shorter time.

## Retake

It is possible to retake examinations on an individual subject basis. It is assumed that students retaking will be repeating the subject's course of study in hopes of achieving higher marks in another testing session.

## Course

Students may also choose to take examinations in individual subjects without pursuing the full Diploma. In this case, a student may take up to 6 subjects at IB level and will be awarded a score for each subject out of the maximum of 7. Each subject will be recognized as an individual certificate of achievement.

It should be noted that the IB allows students to sit examinations in three sessions only. Many students sit exams only once, but those who retake, the maximum number of opportunities to sit for retakes, regardless of subject, is two. Students who anticipate by taking exams one session early would thus be entitled to only one retake session. Students may not anticipate more than one session before they complete the diploma (i.e., students may not anticipate a subject in grade 10).

## Enrolment in the IB at St. Stephen's

Parents and legal guardians are required to read the IB General Regulations of the IB Diploma Programme. These are sent at the beginning of grade 11 and grade 12 to guardians. Since this is a formal requirement imposed by the IB, it is understood by the school that enrolling children into the programme is an indication of having complied with this requirement and an acceptance of the conditions detailed therein.

Participating in the IB programme is done so with the support of the school and by enrolling, students and guardians acknowledge the important role St. Stephen's plays in the students' pursuit of the IB Diploma. In addition, enrolment to the programme allows St. Stephen's the right to re-evaluate the standing of a student with regards to the programme at any point.

St. Stephen's School reserves the right to not accept students into the Diploma programme. The performance of the student in grades 9 and 10 will weigh heavily in this choice.

## Subject Choice and Approval

Students must choose a programme by April in grade 10. Students should carefully consider their future study and career plans when making their choices. Certain course selections might limit the options available in some universities. It is essential that students become familiar with the requirements and expectations of the universities in the country or countries to which they intend to apply. Students (and guardians) are encouraged to meet with a college counsellor if they need information.

All students must consult with the IB Coordinator and College Counsellor before making any final choices. The choice of courses and level can often determine where, and in what subject areas, a student will be able to pursue after high school. The Assistant Head for Academic Affairs will share information based on report cards and grade 10 teachers on subject recommendations.

The students' choices for their IB Programme must be approved by the school administration. In general, IB classes last two years and changes are highly discouraged with a final deadline for programme changes at the end of the first semester of the first year. All changes are subject to approval by the school administration.

## Sample Routes

The examples below show what some of our students have taken. There are many more combinations but it is important to note that some countries have specific requirements depending on the course. It is advisable to check before starting the diploma if a student has a particular profession or subject area in mind.

| Interest in Arts & Languages             | Interest in Sciences & Engineering | Interest in Languages & Business       | Bio Medical                            | Engineering                      |
|------------------------------------------|------------------------------------|----------------------------------------|----------------------------------------|----------------------------------|
| English Lit HL                           | English Language & Literature SL   | English Language & Literature HL       | English Lit HL                         | English Language & Literature SL |
| Italian LL HL                            | Language B SL                      | Language B HL                          | Language B SL                          | Language B SL                    |
| Art History SL                           | Global Politics SL                 | Economics HL                           | Global Politics SL                     | Economics SL                     |
| ESS SL                                   | Chemistry HL                       | Chemistry SL                           | Biology HL                             | Physics HL                       |
| Maths Applications and Interpretation SL | Maths Analysis & Approaches HL     | Maths Applications & Interpretation SL | Maths Applications & Interpretation SL | Maths Analysis & Approaches HL   |
| Visual Arts HL                           | Physics HL                         | Italian Lang & Lit SL                  | Chemistry HL                           | Chemistry HL                     |

## Deadlines

Internal deadlines set by the school are recognised by the IBO as examination requirements. Coursework, TOK presentation and essay, and Extended Essay must be sent as a class set. Failure to submit the work to the IB results in no grade in that subject or a failing condition for the IB diploma. A student's adherence to deadlines will be taken as an indication of their seriousness and appropriateness for the programme. Failure to meet deadlines could easily result in withdrawal from the programme.

Students are responsible for planning out their time and ensuring they complete all coursework. Similarly, students are responsible for uploading their work to the IB site once their teacher/IB Coordinator has authorised them to do so. If students are in need of support they should contact their subject teacher or IB Coordinator.

## Academic Integrity

Students are expected to respect the school IB calendar and guidelines relating to academic practices. Students and parents can access the Academic Integrity Policy on the school website. All students will be briefed on the school and IB policy with regards to academic infringements and malpractice. The school ensures all students are familiar with the need to cite properly and approach their studies ethically and with integrity. All IB candidates must submit externally assessed components electronically. These will be checked using a plagiarism prevention service.

## Mock Exams

In order to help students prepare for the exams, mock examinations will be held in the second year. Typically the first two weeks in January.

## Results

Students will be provided with their own personal details which will allow them to access their results through the IB candidate website. Official transcripts and diplomas usually arrive by September.

Students requiring legalization or results to be shared with universities will be asked to request this by April. Legalization is required by some countries, e.g. Italy, Netherlands and Spain. If a student is unsure if they require legalization they should check with the College Counsellor or the IB Coordinator. There is a fee for legalization and the request should be made by April. Requests after April might result in a higher fee and late arrival of the transcript and diploma.

*For more info >*

**International Baccalaureate Organization**

[www.ibo.org/programmes/diploma-programme](http://www.ibo.org/programmes/diploma-programme)

**St. Stephen's School**

[www.sssrome.it/ib-program](http://www.sssrome.it/ib-program)



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