



Etelä-Tapiolan lukio
INTERNATIONAL
BACCALAUREATE
DIPLOMA PROGRAMME
Study Guide 2025 – 2026



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IB TEACHING STAFF

Aissaoui, Alex	AAI	Pre-DP History
Crawford, David	DCr	DP Coordinator, History, Extended Essay Coordinator
Howard, Simon	SHo	IB Biology (5.8. - 20.12.2025)
Mäkäräinen, Karoliina	KMä	Physical Education
Hänninen, Jyrki Physics	JHä	Pre-DP
Kleemola, Leena	LKI	Visual Art, 25G class tutor
Lahdenperä, Riikka	RLa	Äidinkieli, Finnish as a Second Language, school

		supported self-taught language supervisor
Laine, Anniina	ALa	Pre-DP Chemistry. Mathematics Applications and Interpretations
Lumme, Rosa	RLu	Chemistry
Matooq, Mohammed	MMa	Mathematics, Physics, 23F class tutor
Meilo, Riina	RMe	Finnish as a Second Language, Finnish B
Paavonen, Susanna	SPa	Ab initio French
Piri, Matti	MPi	Music
Pohja, Juha	JPo	Swedish
Rantanen, Lauri	LRa	Biology, 23G class tutor (absent 5.8. - 20.12.2025)
Rouvali, Rasmus	RRo	Mathematics, 24G class tutor
Sarin, Ulla	USa	Business Management, 24F class tutor
Seuri, Salla	SSe	Finnish as a Second Language, Finnish B
Vasileiadou-Turkka, Marianthi	MVa	English Language and Literature, 25F class tutor
Väänänen, Antti	AVä	Physical Education

STUDENT TUTORS

25F: Awesome Ghimire, Limansa Wilegoda, Sylvia Schneider, Siiri Karjanlahti

25G: Emilia Repo, Venla Schreurs, Teesha Narpagare, Sakithma Ganegama

Student tutors provide the new intake with low threshold peer support. Tutors are trained to help students settle into the school and point the way with their exemplary behaviour.

Tutors organize social events, help negotiate school software such as the Wilma- system, publicize the school among ninth graders, host open door events and guide visitors. They are easily spotted in their red T-shirts - please make use of them!

THE SCHOOL YEAR 2025 - 2026

Autumn term: Thursday 7.8.2024-Saturday 20.12.2025

Autumn break 13.-17.10.2025 (week 42)

Christmas holiday 22.12.2025-6.1.2026

Spring term Wednesday 7.1.2026-Saturday 30.5.2026

Winter holiday 16.-20.2.2025 (week 8)

THE DAILY SCHEDULE

	Time	Mon	Tue	Wed	Thu	Fri
1.	8.15 - 9.30	2	7	4	7	1
2.	9.45 - 11.00	3	5	2	5	4
3.	11.00 - 13.00 *) Lunch	7	4	3	1	6
4.	13.15 - 14.30	6	1	6	2	5
5.	14.45 - 16.00	8	9	8	3	8

I shift 11. 00 - 11.45

3. lesson 11.45 - 13.00

II shift 11.55 - 12.25

3. lesson 11.15 - 11.55 and 12.25 - 13.00

III shift 12.30 - 13.15

3. lesson 11.15 - 12.30

Specific lunch sessions for each class are clearly marked in the downstairs foyer.

A "morning word" is occasionally delivered on Wednesdays (by the local parish).

Snacks are provided, at a cost, from Monday, Wednesday and Thursday at these times: 9.30 - 9.45 and 14.30 - 14.45. On Tuesday and Friday snacks are available at 9.30-9.45 only.

Sports lessons are generally held during codes 7 and 8. **Note that Pre-DP PE lessons are held once a week from August to Christmas.**

THE INTERNATIONAL BACCALAUREATE

IB schools across the world share a commitment to uphold and foster the IB mission statement. As this guides and informs the entire DP experience it is important to know what it is

MISSION STATEMENT

The International Baccalaureate aims to develop enquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

The IB encourages students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

LEARNER PROFILE

The learner profile articulates the values at the core of the IB philosophy. IB programmes promote education of the whole person, emphasizing intellectual, personal, emotional and social growth. Learning is perceived as a life-long journey underpinned by an international-minded outlook. All students in the school community aim to become **inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective.**

HOW THIS GUIDE WORKS

The guide attempts to do three things

Firstly, it seeks to explain the practices within IB. Many of these practices are shared with national line students as well. This is a single school community and we should never allow opportunities to pass for bridges to be built between all students and staff.

Secondly, it outlines the Pre-DP year, which is essentially based on the national Finnish system whilst being taught in English. The Pre-DP lays a foundation for subsequent success with the DP thereafter. Students need to make the grade to commence DP studies at the end of the first year.

Thirdly, the guide aims to explain how the DP is administered. Two years are spent studying six subjects and the elements of the core curriculum with a series of internally assessed items being submitted before the final

exams in May. Successful graduates gain a diploma in the summer of the second year. This diploma ought to open the way into higher education, with strong diplomas opening most doors of all.

PARTICIPATION IN COMPULSORY EDUCATION

Resident young people with permanent residence or residence permit in Finland born in 2004 or thereafter and those who have completed lower secondary schooling after 1.1.2021 are required to participate in compulsory education. This equates with compulsory attendance in teaching until the age of 18. Pre-DP students will complete their studies according to the pre-DP syllabus. Thereafter the IB proper (Diploma Programme) takes a further two years.

If a student subsequently decides to apply to another school, he or she must contact our school guidance counselor/Coordinator and provide the Head with a written statement signed by legal guardians.

COST-FREE EDUCATION

Students under compulsory education are entitled to receive education free of charge until the age of 20 and/or the completion of their upper secondary education.

Teaching materials and equipment (such as calculators and laptops) are provided free of charge on loan. It is possible for the school to charge a modest cost for voluntary trips, visits and events. IB students are entitled to cost-free participation in examinations in six subjects. Additional examination entries will incur a cost. Retakes for failed candidates are also free of charge. Graduates wishing to retake examinations despite already having gained the diploma will have to finance entries themselves.

WELFARE SUPPORT

The staff member most closely supervising students' progress is the homeroom tutor. If the students' progress raises concerns, the homeroom tutor will discuss the situation with the student as to what kind of support is needed. In the case of a minor (under 18), the homeroom tutor will inform parents/guardians, as required. Also, the learning support teacher is available for support.

It is possible to convene a joint meeting of welfare specialists (MAR) to meet with students and their parents/guardians. Such meetings are normally convened by the homeroom tutor. Only those welfare staff members the student in question wants to be present will be included.

If the student is still struggling despite welfare/pedagogical support, it's possible to temporarily suspend the student's participation in compulsory education. This decision is made by the Principal upon application from the student/guardian.

If a student cannot be contacted and/or study performance is inadequate, the Principal can regard the student as having terminated their studies one month after the last contact with the school. Thereafter, the student's contact information is forwarded to the municipality of Espoo through the Valpas-system.

THE PERIOD SYSTEM

The Finnish high school year is divided into five periods. These divisions have the greatest relevance to pre-DP students. Diploma students will have regular lessons throughout the course of the year with less regard to the period system except when testing is carried out. Assessment will be conducted for DP1 students during periods 1, 2 and 4. The initial assessment will be entirely formative in nature, designed to ensure that students are on track and studying at the appropriate level. The next two assessment sessions are summative and grades will be recorded in Wilma. Assessment for DP2 students occurs at the end of period 2 and mock examinations are held in period 4.

PROJECT WEEK

Project weeks (twice a year in the middle of periods 2 and 4) allow teachers and students to spend half a day working together. Unlike in a standard 75-minute lesson, there is time to engage in a range of activities, including group work, problem-solving, field trips and museum visits. There may be practice with past papers, orals, or work on internal assessments.

DEDICATED STUDY WEEK

Dedicated study week is the name given to the end of a period during which DP students are either tested (at intervals noted above) or taught without testing. This DSD differs from the usual schedule in that the whole day (9.00-14.00) is available for each subject, creating many more opportunities for diversified learning.

SPECIAL ARRANGEMENTS DURING DEDICATED STUDY WEEK

When does a student have the right to access special arrangements?

The right to special arrangements is based upon a diagnosis of a specific access or learning difficulty such as dyslexia. Pre-DP Students are entitled to an extra hour in test conditions if the level of dyslexia is recorded as mild (level 3) or above (up to level 5) by the special needs

teacher. IB students will normally be granted 10% (or, exceptionally, 25%) extra time in test conditions, depending on the severity of the condition.

What should the student do?

- Students need to ensure that the necessary documentation reaches the Principal and DP Coordinator. The special needs teacher will submit her own assessment.
- Students are required to remind the teacher about their needs prior to testing.
- Students should also send a message in the previous week to the vice-principal, stating name, study unit, teacher and details of the requirements, such as extra time or access to a word processor.

It is important to ensure that students observe the agreed conditions.

CLASS TUTORING

Pre-DP and DP1 students class tutoring sessions are held twice a period on Wednesdays at 13:00-13:30, DP2 tutoring session at 09:30-09:45. The specific dates will be announced later. In addition to these sessions Pre-DP students have a separate class tutorial gathering every week in the first period on Wednesdays at 13:00-13:15.

If needed, extra class tutoring sessions can be arranged during the school year.

In addition to the class tutoring sessions the tutor teacher will meet up with the students in a one-to-one meeting, at least twice during the whole DP program.

A summary of announcements (Tinfo) will be posted on Wilma each week on Tuesday - students are expected to view these postings as well as attend regular homeroom sessions.

ABSENCE

Regular and punctual attendance is a cornerstone to successful study. **For those under the age of 18** a Wilma message or a sick note (signed and dated by a parent or medical staff) is required to account for absence. Those students over the age of 18 are expected to take full responsibility for any absence, providing a formal sick note wherever more than a single day has been missed. Repeated absence is likely to negatively impact performance. In such cases, teachers will bring the matter to the attention of the homeroom tutor, Coordinator and Principal. Etis has articulated an IB policy dealing with absence and persistent late coming to class.

Driving lessons are never an acceptable reason for absence!

ABSENCE FROM A TEST

In the event of illness, the parents (of minors) should inform the subject teacher via Wilma **on the morning of the test before the test commences**. Alternative arrangements will obviously have to be made for each missed test.

Similarly, students who know in advance that they cannot attend a test due to a pressing appointment, for example, need to inform the teacher before the start of the test so that alternative arrangements can be made. Students or their parents are urged to do this in writing via Wilma. Medical appointments should be scheduled at other times, wherever possible.

Until the test is conducted, a U (=unfinished) mark will show as the grade.

Students do not have an automatic right to sit a retest in cases where they fail to provide a reliable and timely explanation for their absence.

ABSENCE DUE TO COMPETITIVE SPORTS

We aim to make it possible to combine possible competitive sports with goal-oriented study. Discussion with the DP coordinator, counselors and homeroom teachers at the start of the year will help map a route to successfully balancing each aspect.

Students competing at the national level can be granted leave due to training or competition-related absences. Teachers should be asked whether it's possible to make up for missed lessons with independent work. Catching up with missed work is essential to academic success.

APPLICATIONS FOR LEAVE OF ABSENCE

Students can only be absent from school in the case of illness or by having applied for leave of absence in advance. Applications can be accepted for short holidays, sporting championships and such like. For periods of absence up to one week, students should complete the necessary (online) form and **hand this to the class tutor at least a week before the anticipated absence**. For periods of absence of more than five days the application needs to go to the Head.

Where time off is granted, the student is responsible for completing missed assignments. Be aware that absence - for whatever reason - may impact grades. At certain times of the year absences must be avoided at all costs - dedicated Study Week is one such occasion. Where an absence coincides with an internal assessment deadline, it is the responsibility of the student to ensure that work is submitted *before* the deadline is reached.

ACADEMIC INTEGRITY

Academic integrity requires students to ensure that their expression, language and ideas are authentically their own, or else the source is clearly cited. Plagiarism (copying), duplication (using the same work for two separate assessments), and collusion (with another person so that one's own input remains unclear) are all academic offenses. To this end, the school possesses a clearly articulated policy on Good Academic Practice. Students are required to sign a declaration that all work submitted for assessment is authentic. Any infringements become matters for the immediate attention of the Coordinator and Head. Parents will be informed.

Some key points:

- *Sources of all ideas, information, photos, diagrams, illustrations, maps must be acknowledged.*
- *Substituting a few words in someone else's text (and regarding this as one's own) is unacceptable.*
- *Collaboration (between two or more students) for research purposes may be permitted. In such cases the resultant work must be independently produced - with the abstract, introduction, content, conclusion and summary written in each candidate's own words. Where this is neglected the outcome is collusion rather than collaboration.*

IB routinely scrutinizes every submission for plagiarism and unattributed use of artificial intelligence. Within the school, all teachers and the librarian are constantly on guard for evidence of plagiarism. Primary responsibility rests with the students themselves. Setting a high standard of personal integrity is the key

LATENESS

The occasional late arrival may be unavoidable, but repeated lateness is a serious nuisance. We expect students and teachers alike to be punctual. Our policy on late coming articulates sanctions that may be imposed on repeat offenders, including the issue of written warnings and even, in extreme cases, temporary suspension.

SUPPORT TEACHING

Students have the right to request support teaching, which can be provided according to the availability of resources. Students who are frequently absent from class without a suitable explanation will, obviously, be denied this option. Holidays do not qualify students for support teaching. Prolonged illness is the most typical reason. Please speak with the subject teacher if you feel you qualify for additional support. As an alternative, it is worth remembering that IB students are very willing to offer peer tuition (in return for valuable CAS points).

GUIDANCE COUNSELING AND HOMEROOM SUPPORT

Students receive guidance in making the right study choices while in school and in preparing for Higher Education. To this end, there is one compulsory study unit of study guidance, spread over three years, led by a Guidance Counselor. The first-year sessions concentrate on strategies for effective study. In the second and third years more attention is paid to attending educational fairs, meeting representatives from various institutions, and familiarization with various university application procedures and deadlines.

An important part of student guidance is played by the weekly tutorials, during which the homeroom tutor will typically notify students of forthcoming events. Students are required to be prompt and regular in attending these sessions. Do take the opportunity to raise issues of concern. Please be prompt! Parents will be informed in cases of repeated late-coming or irregular attendance.

IB COORDINATION

The task of the Coordinator is to ensure the smooth running of the diploma programme, correct administration of exams and the meeting of DP deadlines in all subjects and the core curriculum. More than this, the Coordinator helps students keep on track with their studies and provides a sympathetic ear in the event of difficulties. As necessary, individual action plans will be devised. At the start of each academic year the Coordinator will lead an induction session with news and updates on IB matters. The Coordinator is also responsible for overseeing the entire EE process from beginning to end. Furthermore, the Coordinator will collate predicted grades at the end of the second period in DP2, ensure results are issued expeditiously to universities after the exams and counsel students who fail the diploma. Students are recommended to get in touch with a low threshold concerning any study or welfare issues impacting upon their academic performance. The Coordinator has less contact with Pre-DP students but will play a role in guiding students through their DP choices and ensuring that students meet the requirements to join DP1. Let's turn to the specific requirements of the Pre-DP year below.

PRE-DIPLOMA YEAR (Pre-DP, year 10)

Vital academic groundwork is laid during the pre-DP year. Students need to complete at least 54 study credits to join the DP in the following year. Similarly, students performing weakly in prospective DP subjects will have their progress placed under review. Study units available in 2025-26 are shown below. **Subjects underlined and marked in bold are compulsory for everyone. In addition, all study units in prospective DP subjects should be regarded as compulsory.** Therefore, for example, all students intending to take DP Physics need to take FY3 and FY4 as well as FY1/FY2. The same applies to Chemistry, History, Biology, Economics, and Art.

SUBJECT	STUDY UNITS AVAILABLE
ÄIDINKIELI JA KIRJALLISUUS	<u>ÄI1 ÄI2-ÄI3 ÄI4 ÄI5</u> (compulsory for mother-tongue speakers)
FINNISH AS A SECOND LANGUAGE (all Pre-DP students will study Finnish in either of the levels)	<u>S2kk01, S2kk02, S2kk03</u> + S2va04 (This level is meant for students intending to study Finnish B) <u>S2va01 - S2va03</u> + S2va04 (Finnish for beginners)
B1-SWEDISH	<u>RUB11 RUB12</u> RUB13 (RUB11+12 are compulsory for students with a previous history of studying Swedish)
A-ENGLISH	<u>ENA1 ENA2 ENA3 ENA4</u> (compulsory for all!)
MATHS	HL: <u>MAY1, MAA2, MAA3, MAA8 + MAY2</u> SL: <u>MAY1, MAA2, MAB3, MAB5 + MAY2</u> The first two study units are identical for all. Thereafter there is a division into basic for some and advanced maths for others
BIOLOGY	<u>BI1</u> BI2 BI3 (Everyone takes the first study unit and DP Biology students take the remaining units as well)
PHYSICS	<u>FY1/FY2</u> FY3 FY4 (Everyone takes the first study unit and DP Physics students take the second unit as well)
CHEMISTRY	<u>KE1/KE2</u> KE3 (Everyone takes the first/second study unit and DP Chemistry students take the third unit as well)
SCIENCE	<u>SCI1</u> (compulsory for all!)

HISTORY	HI1 HI2 (compulsory for all!)
ECONOMICS	YH2 YH19 (Everyone takes the first study unit and DP Business Management students take the remaining unit as well)
PHYSICAL EDUCATION	LI1 (compulsory for all!)
MUSIC	MU1 (compulsory for all!)
ART	KU1 KU2 (Everyone takes the first study unit and DP Visual Arts students take the remaining unit as well)
STUDY GUIDANCE	OP1 (compulsory for all!)

PRE-DP ASSESSMENT AND UPGRADE POLICY

Pre-DP studies are based on the national Finnish high school syllabus. The content and assessment of such studies are determined by standard high school requirements applicable throughout the country (LOPS 2019). Students are assessed at the end of each period with a numerical grade (4-10). In order to be accepted as candidates into the IB Diploma programme students must meet the following criteria by the end of the pre-DP year.

1. Pre-DP students need to complete **at least 54 study credits** successfully (passing with at least a grade 5), **including all compulsory study units**. If a student fails a compulsory unit (grade 4), he/she needs to sign up for a retake right away in the next period.
2. Pre-DP students are required to complete all available courses in prospective DP subjects irrespective as to whether these are compulsory or elective.
3. A Pre-DP student gaining a fail grade in an elective study unit which does not relate to their DP choices will not be hindered by this grade from gaining admission to the DP.
4. A Pre-DP student failing to attain a minimum grade of 7 on any prospective IB-related study unit is required to take the retest immediately in the next period (or June in the case of period V). Conversely, a student gaining at least a grade 7 in any study unit is not permitted to do the re-test (but can attempt the subsequent upgrade test in January/June)

5. At the end of the school year, the student must successfully complete **the requisite number of study units AND** attain at least a minimum **average grade of 7,00 in any subject they wish to study a standard Level (SL)** subject in the Diploma Programme. 6.5 will be rounded up to 7 in one subject providing a grade 7 or more has been achieved in both other SL subjects.
 6. At the end of the school year, the student must successfully complete **the requisite number of study units AND** attain at least **an average grade of 8,00 in a subject they wish to study a Higher Level (HL) subject*** in the Diploma Programme. 7.5 will be rounded up to 8 in one subject providing a grade 8 or more has been achieved in both other HL subject
- *The sole exception to this regulation is that a minimum of 8.5 is required to study HL Mathematics (Analysis and Approaches).**
7. An upgrade test in January/June will allow students to attempt to improve their performance on any single unit, irrespective of the grade received.
 8. Students failing to make the grade, despite opportunities for re-tests, will not be permitted to join the programme at the end of the Pre-DP year.
 9. Students are permitted to retake the Pre-DP year only in exceptional circumstances and where there are clear signs of improvement towards the end of the year. Some years there may simply not be space in the DP.

RE-TAKING A TEST

Re-taking a failed study unit

Failing a Pre-DP study unit means a grade 4 in the scale from 4 to 10. For this failed study unit the student needs to sign up for a retake immediately in the next retake during the coming period. Signing up for the retake takes place in Wilma in section "Tests." Only by signing up is the student entitled to take part in the test.

General upgrade test

Twice during the academic year students have the possibility to try to upgrade two accepted study units at a time to improve their grade/levels. These events are organized in January and early June. The better grade always remains. Signing up for the retake takes place in the "Tests" section of Wilma. Only by signing up is the student entitled to take part in the test.

Instructions when taking part in a test in the evening

During a single evening it's only possible to undertake a maximum of two tests. The test session always begins at 16:00 and the location is announced in the weekly information sheet Tinfo. Participants need to have with them a personal id with a picture to prove their identity. Every participant in the test needs to be able to individually log into Abitti-test

system with their personal laptops. The earliest departure time is one hour after the test has begun. During the test it's not possible to use the toilet and it's forbidden to bring cellphones, watches or bags into the test area.

The table below shows all the study units available during Pre-DP year. The compulsory study units are displayed in **bold**.

PRE-DP STUDY UNITS (the number of credits is shown in brackets)

MATHEMATICS MAY1 Numbers and Equations (2) MAA2 Functions and Equations (3) MAA3/MAB03 Geometry (2) MAA8 + MAY2 Analytical geometry (3) MAB4 + MAY2 Statistics and Probability (3)	ÄIDINKIELI / FINNISH AS A SECOND LANGUAGE ÄI1 Tekstien tulkinta ja kirjoittaminen (2 op) ÄI02-ÄI03 Kieli ja vuorovaikutus (2 op) ÄI4 Kirjallisuuden tulkinta (2 op) ÄI5 Kriittinen lukeminen ja vaikuttaminen (2 op) S21 Tekstien tulkinta ja kirjoittaminen (2 op) S202 / S203 Kieli ja vuorovaikutus (2 op) S24 Kirjallisuus 1 (2 op) S216 Sujuvasti suomeksi (2 op)
ENGLISH ENA1 Study skills and building linguistic identity (1) ENA2 English as a global language (3) ENA3 English Language and Culture as instruments for creative expression (2) ENA4 English as an influential instrument (2)	SWEDISH RUB11 Study skills and building linguistic Identity (1) RUB12 Swedish in my daily life (3) RUB13 Culture and media (2)
ART KU1 My images, shared cultures (2) KU2 Spaces, places and phenomena in the environment (2)	MUSIC MU1 Intro – music for all (2)

PHYSICAL EDUCATION LI1 Learning by physical activity (2)	HISTORY HI1 People, the environment and history (2) HI2 International relations (2)
PHYSICS FY1/FY2 Introduction to physics (1) FY3 Thermal physics (2) FY4 Mechanics (2)	FRENCH RAB301 Basic level French 1 (2) RAB302 Basic level French 2 (2)
ECONOMICS YH2 Introduction to economics (2) YH19 Introduction to business management (2)	BIOLOGY BI1 Life and Evolution (2) BI2 Basics of ecology (1) BI3 Human impact on the ecosystem (1)
CHEMISTRY KE1/KE2 Introduction to Chemistry (2) KE3 Molecules and models (2)	STUDY GUIDANCE OP1 Me as a student (2)
SCIENCE SCI1 Science (2)	

Pre-DP students are required to sign up for their study units on Wilma. Deadlines will be made clear at the beginning of the school year. If you require help in signing up, please turn to a secretary or the guidance counselor for guidance.

FINNISH STUDIES IN THE PRE-DP YEAR

All students study the Finnish language in the Pre-DP year. We have three different Finnish groups according to the students' Finnish proficiency levels:

- **Äidinkieli / Mother tongue group (ÄI1ib – ÄI5ib)** is intended for mother-tongue speakers and students who use Finnish at near-native proficiency. The student must successfully complete all the available study units AND attain at least a minimum average grade of 7,00 for studying Finnish A standard Level (SL) and average grade of 8,00 for studying Finnish A higher level (HL) in The Diploma Programme.
- **Finnish as a second language, Finnish language and culture /S2 Suomen kieli ja kulttuuri (S2kk01ib–S2kk03ib)** is intended for students who are able to communicate in Finnish and read/write Finnish texts. Students do not need to speak or write Finnish fluently (Common European framework for language levels A2.2– B2). The student must successfully complete all the available study units AND attain at least a minimum average grade of 7,00 for studying Finnish B standard Level (SL) and average grade of 8,00 for studying Finnish B higher level (HL) in The Diploma Programme.
- **Finnish as a second/foreign language, Everyday Finnish/ S2 Arjen suomea (S2va01ib–S2va03ib)** is intended for students who are at the beginner/basic level with their Finnish. (European framework A0– A2.1). Assessment: Pass/Fail. Most beginner students will be unable to take Finnish B with the diploma as they lack grades. Quick learners who want to take Finnish B in the Diploma Programme will have to enroll on an extra Finnish course (S2va04) and pass an additional Finnish test to qualify for Finnish B studies
- **Additional study unit: S2 Sujuvasti suomeksi S2va04** is intended for students who seek to improve their Finnish skills for Finnish B in Diploma Programme or practice for an additional Finnish test.

Contact one of the Finnish teachers if you hesitate to choose between the two S2 groups. We will also help you find a suitable group at the beginning of the first Finnish course. Groups S2kk01 (advanced level Finnish as a 2nd language) and S2va01 (beginner/basic level Finnish as a 2nd language) will initially be taught jointly.

FRENCH IN PRE-DP

French is tight at beginner level in the Pre-DP. The content is unsuitable for anyone who has studied French for more than a year prior to joining us. Beginners are welcome to take French ab initio as part of the diploma. Students with a previous background of studying the language (beyond 12 months before joining us) will be barred from this option as being unsuitable to their level. Students are recommended to speak with the Coordinator if there is any doubt.

MATHEMATICS IN PRE-DP

Students intending to take Analysis and Approaches at HL or SL should take the MAA (long maths) study units in the Pre-DP year, from period 3B onwards.

Students intending to take Applications and Interpretations SL should sign up for the MAB (short maths) study units, from period 3B onwards.

What happens if a **MAB student** subsequently wishes to do Mathematical Analysis and Approaches instead? This student **may be permitted to study Analysis and Approaches at SL** providing they have a minimum average of 8 (rather than the usual 7). MAB students are **not permitted to study Analysis and Approaches at HL**.

INDEPENDENT STUDY

It is possible for Pre-DP students to study certain units independently without participating in classroom instruction. They should note that certain restrictions apply:

- The first unit in each subject must be studied in class
- Two consecutive units in the same subject may NOT be studied independently
- The grade awarded on the previous unit in a given subject must be at least a grade 8
- A unit may not be taken independently for the reason that studies have already been interrupted through repeated absence
- Teachers may specifically require classroom participation on certain units

Be prepared for a reasonably heavy workload. Independent study is never an easy option. There will be regular coursework assignments and a final test to complete. If the timetable for submitting coursework is neglected, independent study will have to be terminated. Please note that it is the responsibility of the student to **register for the independent study test**.

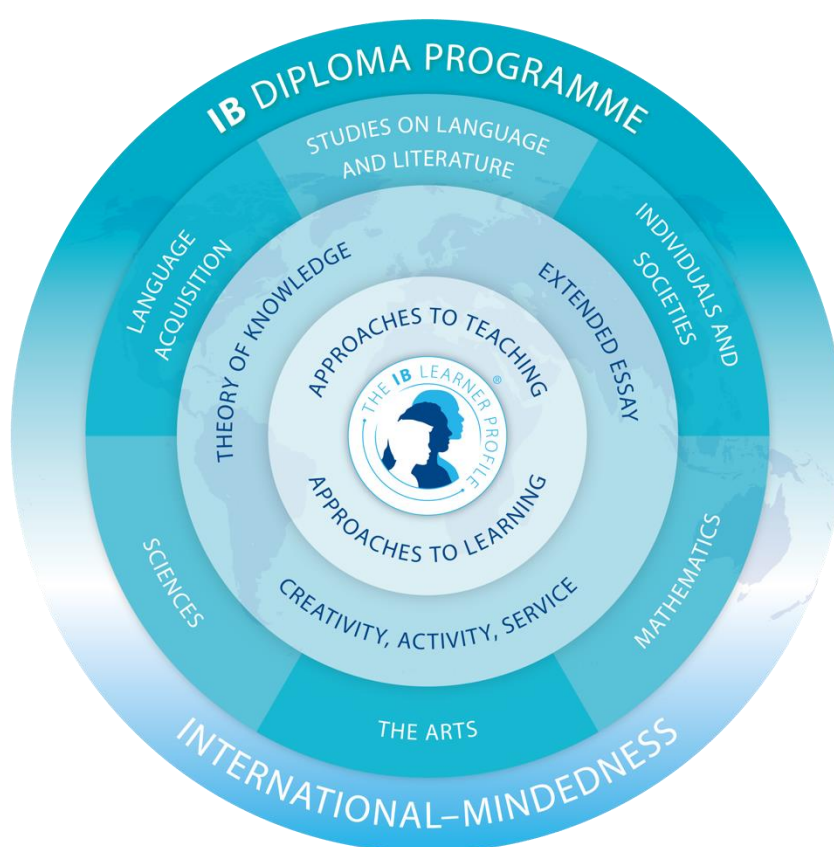
Application forms for independent study are available online. You are advised to always consult with the teacher before signing up for independent study. **Registration must occur within the first week of any new period** and late requests will not be considered.

THE INTERNATIONAL BACCALAUREATE

This section outlines how the DP is administered.

THE DIPLOMA PROGRAMME (DP)

The main elements in the Diploma Programme are neatly summarized in the following diagram:



Diploma students select **six** subjects. At least three and not more than four are taken at higher level* (HL), the remainder at standard level (SL). HL courses represent some 240 hours of teaching; SL courses comprise 150 hours. By arranging work in this fashion, students are able to explore some subjects in depth and others more broadly over a two-year period.

Each student is required to select (at least) two languages, at least one of which must come from Group 1), a humanities subject, a science subject and mathematics. Visual Arts is optional.

The programme equips students with the skills and attitudes necessary for success in higher education and the world of employment. The DP has the strengths of a traditional liberal curriculum, but with three important additional features at the heart of the curriculum model. These are unique to the IB and outlined below.

NON-REGULAR DIPLOMAS

In exceptional cases students can request the possibility of taking a non-regular diploma comprising three sciences and no humanities subjects. It should be clearly understood that such a diploma may close certain doors whilst opening others, and it needs to be considered with care. Needless to say, such students should be strong enough in all three sciences to meet the criteria.

THE CORE CURRICULUM

THEORY OF KNOWLEDGE (TOK)

This thought-provoking component is designed to stimulate critical reflection on knowledge and experience gained inside and outside the classroom. TOK involves at least 100 hours of contact time. Students are encouraged to reflect on different ways of knowing to foster clarity of thought and good judgment. As part of the assessment of TOK each student is required to submit a 1600-word essay and curate an exhibition.

EXTENDED ESSAY (EE)

IB Diploma students undertake a sizable piece of independent research over 40+ hours culminating in a 4000-word essay. Nobody should baulk at this prospect. Many students find this one of the best parts of the DP experience. It also provides essential preparation for academic research and writing skills required in higher education. Topics for research should be taken from a subject in the IB Diploma. An interdisciplinary EE (exploring contemporary global issues), involving research in any two subjects, is also an exciting possibility.

CREATIVITY, ACTION AND SERVICE (CAS)

CAS is a fundamental part of the Diploma experience. The CAS requirement takes seriously the significance of life outside the world of school. **Creativity** embraces a broad range of arts activities; **activity** includes sports, projects and expeditions; whilst **service** encompasses a host of community and social activities. The idea is to take students to places they would not otherwise go - stretching themselves to reach a goal (whether in learning a new

instrument or getting a higher belt in judo or cooking recipes from different cultures. CAS will take up two-three hours per week, and each student has a supervisor for each activity.

The whole point of CAS activities is to make a difference - to the benefit of others and in terms of self-development. Students are encouraged to be imaginative, adventurous, and ambitious with their activities. The CAS Coordinator will gladly discuss ideas and help identify supervisors for each task.

POINTS MATRIX FOR THE CORE CURRICULUM

Here is the way points are calculated for the core. No points for CAS but it is an integral part of the experience!

EXTENDED ESSAY	THEORY OF KNOWLEDGE					
		A	B	C	D	E
	A	+3	+3	+2	+2	FAIL
	B	+3	+2	+2	+1	FAIL
	C	+2	+2	+1	0	FAIL
	D	+2	+1	0	0	FAIL
	E	FAIL	FAIL	FAIL	FAIL	FAIL

APPROACHES TO LEARNING

The IB puts the spotlight on five approaches to learning. Each is skills orientated: **social skills, research skills, communication skills, thinking skills and self-management skills**. Teachers in the classroom and in planning their units will seek to promote these skills to the benefit of all students

who we firmly believe will emerge as more persuasive speakers, capable of effective collaboration, while being capable of critical thinking about the world around them whilst also being better organised and emotionally intelligent.

DP SUBJECTS

Whilst all IB World Schools share the core curriculum, the precise range of subjects on offer will differ from one school to the next. Even within a school the subject choices may vary from one year to another depending on the staffing situation and preferences among students. In general, subjects require the enrolment of at least seven students in order to run.

These are the DP subjects offered in Etis:

Group 1	Mother tongue Finnish HL/SL and self-taught languages SL English Language and Literature HL/SL
Group 2	French ab initio SL Finnish B HL/SL
Group 3	History HL/SL Business Management HL/SL
Group 4	Chemistry HL/SL Physics HL/SL Biology HL/SL
Group 5	Mathematics: Applications and Interpretations SL Mathematics: Analysis and Approaches SL/HL
Group 6	Visual Arts SL/HL

That stated, there are inevitably some restrictions. Not every subject will run at both levels (if the uptake is limited). Some subjects will have to be scheduled in the same time slot, necessitating a choice between them. But most subjects run at both levels each year, nonetheless.

All Diploma students must take at least one subject from each group 1 - 5. Thereafter students can choose either Visual Arts in group 6 or another subject from groups 1- 4. In practice, this means that one third of the Diploma is language orientated. Keen linguists can opt for a third language, resulting in a 50% language component. Similarly, everyone studies mathematics, at least one science and a humanities subject as part of the Diploma. The breadth of study is a real strength and one reason why the Diploma is so widely regarded in the world of higher education. It is possible to study all three sciences by request.

SCHEMES OF WORK AND UNIT PLANS

Typically, IB students at SL have two 75-minute lessons a week. Students at HL meet for an extra 75-minute lesson each week. A **scheme of work**, available from your teacher, shows

how the workload in any given subject is spread over a two-year period. It is important for you to know how the content will be distributed throughout this timeframe and equally to know when internal assessments, portfolios, extended essays - and such like - are slotted into the calendar. In each subject teachers have compiled detailed **unit plans** which outline the content, key concepts, TOK connections and assessment of every unit they teach. Please ask them where these can be viewed.

IB ASSESSMENT

DP students switch immediately to an IB grading scale: 1 (minimum) to 7 (maximum).

Award of a diploma requires at least 24 points and satisfactory completion of the Extended Essay, TOK, and CAS components. A maximum score of 45 points is achievable by students who gain top grades in all subjects as well as full points with the core curriculum activities.

There are a number of failing conditions:

- CAS requirements unmet
- Fewer than 24 points scored
- No result is recorded for the TOK essay, Extended Essay or a contributing subject due to academic misconduct
- An E (fail) is awarded for one or both the EE and TOK essays
- A grade 1 is awarded in any subject/level
- A grade 2 is awarded three or four times (HL or SL)
- A grade 3 or below has been awarded four or more times (HL or SL)
- A candidate gains fewer than 12 points in HL subjects (for candidates with four HL subjects, the three highest grades count).
- A candidate gains fewer than 9 points in SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL)

The global average grade for diploma students fluctuates around 29-30 points. Etis **always** exceeds the global average, often by a good margin. While some 80-85% pass the diploma globally, our own pass rate can reach 95%. Of course, we would like *everyone* to pass at the first attempt.

GRADE DESCRIPTORS FOR THE DP

GRADE	DESCRIPTOR
7	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them almost faultlessly in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality .

6	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation is shown where appropriate. The student generally demonstrates originality and insight.
5	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
4	A good understanding of the required knowledge and skills, and the ability to apply them in normal situations. There is occasional evidence of analysis, synthesis and evaluation.
3	Limited achievement against most of the objectives, or clear difficulties in some areas. The student shows a limited understanding of the required knowledge and skills and is only able to apply them fully in normal situations with support .
2	Very limited achievement against all the objectives. The student has difficulty in understanding the required knowledge and skills and is unable to apply them fully in normal situations, even with support .
1	Minimal achievement in terms of the objectives

INTERNAL GRADING

In practice ,as they progress through their studies, students will be awarded a numerical grade on a scale of 1-7 above as well an alphabetic grade in each subject:

A = high level of effort **B** = satisfactory level of effort **C** = unsatisfactory level of effort

The final assessment comprises the mock examinations for which no alphabetical grade is given.

Students are assessed twice in DP1 and twice DP2.

A P=pass will be recorded after every period for students whose attendance has been regular and without accruing unexplained absences. If teachers are unable to record a P for this period it has two serious implications. The first is that KELA will regard the student as no longer being in full-time education and the second is that students who miss a period will no longer be eligible to gain a school leaver`s certificate. Either case will require the immediate intervention of the Coordinator and Head.

DP ASSESSMENT POLICY

Etelä-Tapiolan Lukio supports and encourages all students accepted onto the challenging and rewarding IB programme.

Our assessment policy is outlined below.

DP1

1. Formative assessment will be offered at the end of period 1. Its purpose is to ease students into the DP and help recognise the grading scale. The result is indicative only and no grade will be recorded in Wilma.
2. A first year IB student (DP1) failing to achieve a minimum grade of 4 at Higher Level or a minimum grade of 3 at Standard Level, in one or more subjects, at the end of period 2 and 4 will be required to take the retest at the earliest opportunity.
3. The Head may require a struggling student to repeat the first year of IB studies (space permitting) or withdraw from the programme.
4. The school will accept internally assessed work until the stated DP1 submission deadlines, and thereafter both the teacher and the Coordinator reserve the right to reject late submissions (except for attested medical reasons)
5. At the end of periods where no grade is awarded, students will gain a pass (P) to show that they have studied each subject diligently. Students with unexplained absences and/or outstanding assignments will forfeit this pass mark and may no longer be regarded as being in full-time education.

DP2

1. Formative assessment may be offered at the end of period 1. This result is indicative only and the grade will not be recorded in Wilma.
2. A final year student (DP2) failing to achieve a minimum grade of 4 at Higher Level or a minimum grade of 3 at Standard Level, in one or more subjects, during the end of period II tests, will be required to take the retest at the earliest opportunity.
3. The mock examination result will comprise the 4th (and final) numerical assessment and this will provide the basis for predictions issued at the end of period 4. Mocks cannot be retaken.
4. The school will accept internally assessed work until the stated DP2 submission deadline, and thereafter both the teacher and the coordinator reserve the right to reject late submissions (although medical conditions will always be factored in).

5. The Head may require a struggling student to repeat the second year of IB studies (space permitting) or withdraw from the programme.
6. At the end of periods where no grade is awarded, students will gain a pass (P) to show that they have studied each subject diligently. Students with unexplained absences and/or outstanding assignments will forfeit this pass mark and may no longer be regarded as being in full-time education.

While stress is placed on performance in test conditions, ongoing continuous assessment in class is fundamental to the learning experience and will play its part in the end of period assessment. Teachers may pose interim tests.

Where students are required to leave the school, in the last resort, efforts will be made to assist in finding an appropriate alternative.

Fees will be paid on behalf of candidates for those entitled to free education. Nevertheless, requests to have scripts returned after marking or enquiries upon results will incur (minor) costs to the candidates in question.

POLICY ON RE-TAKING THE DIPLOMA

GRADUATES WHO ALREADY POSSESS THE DIPLOMA

The school is under no obligation to re-enter candidates who have successfully passed the diploma with 24 points or more.

Graduates wishing to retake may be given an opportunity in the following November in cases where examinations in the same subject are being administered to failed candidates. A re-entry the following May is more assured, but graduates should be aware that the syllabus might have changed. Graduates are not permitted to re-do their internal assessments.

Candidates who already possess the diploma are obliged to pay all entry fees.

CANDIDATES WHO FAIL TO GAIN THE DIPLOMA

The school will normally allow failed candidates to retake their examinations in November or May.

Where a candidate is less than three points short of the 24 points required, an opportunity to retake examinations will normally be provided in November, six months after the main examination session in May.

Where a candidate is three or more points short of the 24 points required, it will normally be necessary to wait until the following May.

The question of resubmitting Internal Assessments (IAs) must be discussed with the coordinator and relevant subject teacher.

The coordinator has the right to insist on the resubmission of IAs if this is perceived to enhance the chances of success of a retake candidate.

Retakes may be processed with IB from 7 July onwards. The coordinator reserves the right to delay registrations until August, giving an opportunity to discuss retakes with subject teachers after school commences.

DEADLINES

There are many deadlines, both internal (set by the school) and external (submission dates to IB). Failure to meet deadlines will jeopardize progress and could result in non-award of the diploma. There can be no exceptions, except for health reasons. **Deadlines are deadlines.**

INTERNAL ASSESSMENT

Some 20 - 30% of assessment in any given DP subject is typically internally assessed by teachers and moderated externally. Teachers will provide guidance on assessment criteria at the start of the programme and while steering students through the process. Deadlines must be respected.

These IA deadlines are available to students in electronic form and posted physically on the international notice board.

CHANGING LEVELS

A student struggling with Maths HL can drop down to SL. Other level changes are unlikely but if you are contemplating such a thing, please speak with the Coordinator and the relevant subject teacher without delay.

With rare exceptions, changing subjects is not possible once the IB is underway.

INTERIM PREDICTED GRADES

Predicted grades are based on these figures. Thus, a student with this record: 5B 6A 5B and 5B will typically be predicted to get a grade 5 (16 divided by 3 = 5.3). Teachers are permitted to tweak grades if this is deemed appropriate.

Predicted grades for university entrance purposes will be issued at any time and based on performance to date. The coordinator will calculate arithmetic averages based on this

record and in consultation with teachers. It will take five working days to issue predictions upon a request being filed, so please act early enough before deadlines.

After the 2nd period results are available in DP2 a set of predictions will be issued to all students

MOCK EXAMINATIONS

Mock examinations for DP2 will be held over a two-week period in late February/early March. Attendance in the mocks is compulsory and absences must be accounted for with medical evidence, exactly as in the actual examinations. Please be prompt and treat these mock examinations with the same seriousness as the finals. A schedule for the mocks will be issued at the beginning of February.

FINAL PREDICTIONS

Once DP2 students have completed the mock examinations, predicted grades for IB and university entrance purposes will be based upon performance in the mocks as well as internal assessment submissions + the previous record of achievement. Predictions are issued to students on 1.4 at the latest.

REQUESTS FOR RESULTS SERVICE

Students can request that IB releases results immediately on issue to up to six institutions of their choice. Only one request can be filed with each institution. In order to set this in motion students are required to supply the full name of the institution and the candidate number to the Coordinator, who will enter the requests on IBIS. After the May deadline students are eligible to make further requests of their own but these late requests will incur a small fee.

FINAL EXAMINATIONS

The final exams for DP2 students are held in late April/May. At least two weeks before the first paper a meeting will be scheduled with the Coordinator to discuss the mechanics of exam administration, answering such questions as: "What happens if a candidate arrives late?" "Are candidates allowed to eat during exams?" and such like. These are important matters to discuss beforehand and thus attendance is compulsory.

Students are entitled to request special arrangements in the event of a permanent physical disability or condition, such as dyslexia. In such cases, medical documentation must be brought to the Coordinator at least **eight months** prior to the exams. Students who suffer

from mental or physical health issues thereafter should provide evidence and speak with the Coordinator for such adverse circumstances to be considered.

ISSUE OF RESULTS

Results are issued on 6.7 every year. Students can access results using a confidential pin code issued by the Coordinator. Students will see a “statement of results” which is not an official document for university application purposes but it is an accurate record of achievement.

ENQUIRIES UPON RESULTS

Candidates can choose to query results. Whenever an enquiry is filed, via the Coordinator, all scripts written in examination conditions in a given subject will be checked by a senior examiner. The grade may increase, decrease or remain unchanged as a result. Where no change occurs, as in most cases, students are required to pay a (modest) fee.

GRADUATION CEREMONY

The graduation ceremony is usually held on the last Friday in August at 15.00. In 2026 it will occur on 28.9. The venue changes from year to year. Alumni are invited as guest speakers and DP talent is harnessed for musical performances on this very special occasion.

FINAL WORD

You are urged to make the most of this extraordinary and potentially life-changing journey. Our alumni have given overwhelmingly positive feedback about the experience of learning in Etis. Everyone of us, teachers and students alike, are embarked upon a life-long learning experience. This is a place to push frontiers, create opportunities, forge friendships, build relationships, act respectfully towards others and have fun. We hope that you thrive on the IB and enjoy yourselves enormously!

David Crawford

DP Coordinator