

IB Inclusion Policy

New Westminster Secondary
IB World School



International Baccalaureate (IB) World Schools are required to have a written inclusion policy that supports the needs of students and provides access to accommodations necessary for student learning. The IB inclusion policy at New Westminster Secondary School (NWSS) is aligned to the IB *Programme Standards and Practices* (2020) and the IB *Access and Inclusion Policy* (2022).

Philosophy

Both IB and NWSS recognize that some students face barriers that may affect their ability to participate or effectively engage in their learning, teaching, and assessment. (*Access and Inclusion Policy* (2022)). This policy outlines the provision of access arrangements to students that require them so they can succeed in class and on IB Assessments. Provision for access will be based on the regular access arrangements students receive in their classes that are supported by appropriate documentation, generally in the form of their Individual Education Plan (IEP) or other documentation received from relevant medical professionals.

Access to Programme

All students interested in IB are encouraged to apply to the Diploma Programme. In the case of students who have documented long-term barriers that affect their learning, but are otherwise suitable candidates for the diploma programme, the following access considerations may apply:

- 1) Before accepting a student who needs inclusive access arrangements as a candidate for the Diploma Programme, the IB coordinator, students, parents, and the student's guidance counselor should consider whether suitable arrangements, for both teaching and assessment, can be made for that student.
- 2) Careful consideration should be given to a candidate's choice of subjects. Some subjects may pose particular difficulties for a candidate with special needs. Consultation with IB Cardiff may be appropriate before confirming a candidate's subjects.
- 3) To accommodate a candidate with a special assessment need, it is essential that the coordinator consults all teachers concerned at an early stage in a candidate's study of the Diploma Programme.
- 4) All requests for special arrangements submitted by a coordinator must have the support of the head of school. (All correspondence from IB Cardiff concerning candidates with special assessment needs will normally be addressed to the coordinator.)
- 5) Before submitting appropriate documentation to IB Cardiff, the school must obtain consent from the candidate and/or the candidate's parents or guardian.
- 6) An application for special arrangements must be made on behalf of a candidate on a request form submitted by the coordinator or the head of school. A teacher who specializes in teaching students with special needs may complete the form, but must not be the signatory. An application will not be accepted directly from a candidate, or from a relative or guardian of a candidate.

- 7) The school is responsible for making all arrangements for approving and appointing a scribe, reader, prompter, practical assistant/aide or communicator. The person providing support must not be another candidate, a relative of the candidate, or a representative from an advisory service where a conflict of interest may be apparent or perceived. The IB does not pay a fee or expenses to a person providing support, nor does the IB pay for the hiring or purchasing of special equipment.
- 8) If special arrangements are requested, the coordinator must ensure that the candidate is, or becomes, familiar with those arrangements. The candidate must be familiar with any special equipment, including a computer and its software, authorized for use in an examination. If support from a scribe, reader, prompter, practical assistant/aide or communicator is required, before the examination the candidate must practice with the person acting in this capacity.
- 9) The school is responsible for ensuring that all equipment authorized for a candidate with special assessment needs functions correctly and that there is a member of staff who is familiar with its use (for example, a Braille machine, computer software).

Additional Information

More information about IB's provision of access arrangements in learning and on assessments can be found in the *IB Access and Inclusion Policy (2022)*. Please contact the IB Coordinator to see it.

Works Cited

"Access and Inclusion Policy." International Baccalaureate Organisation. Web. 12 September 2023.

"Programme Standards and Practices (2020)." International Baccalaureate Organisation. Web. 12 September 2023.

