

## Curriculum Policies.

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## 1.0 Curriculum Policies

### 1.1. SPM Bahasa Melayu Policy

#### **POLICY REGARDING COMPULSORY BM SPM FOR IGCSE STUDENTS.**

1. The Methodist Council of Education (MCOE) has made SPM Bahasa Melayu compulsory for all Malaysian students in Wesley Methodist School Kuala Lumpur (International).
2. Only the following Malaysian students in our school are exempted from sitting for the SPM BM exam in November when they are in Year 11:
  - a. Students (\*) who are born 1 calendar year younger than the current cohort and thus would not be 17 years of age when in Year 11 and under the Kementerian Pendidikan Malaysia's regulations they are therefore not allowed to register for SPM.
  - b. Students whose last school before joining us is an International School or a Home-school Centre, or who have just returned from overseas after studying in a school in another country.
3. Malaysian students who are exempted from SPM BM must register for the IGCSE Foreign Language Malay examination in Year 11.
4. Students of other nationalities can register for the IGCSE Foreign Language Malay in Year 11 if they have attained the necessary proficiency in Malay Language.

Note: \*refers to students who do not already have approval letters from the Kementerian Pelajaran which granted them permission to enter Standard 1, waiving the age requirement (Surat Kelonggaran Syarat). This document must be submitted to the school for verification.

## **1.2. SPM Bible Knowledge Policy**

### **POLICY REGARDING COMPULSORY SPM BK FOR IGCSE MALAYSIAN CHRISTIAN STUDENTS.**

1. MCOE has made Bible Knowledge (BK) a compulsory subject for all Wesley Methodist School students who do not qualify for exemption.
2. Only Muslim students are exempted from BK classes.
3. In Year 10 & 11, SPM BK is available to any interested student.
4. All Malaysian Students who have registered with the school as Christians and are being registered for SPM BM will be registered for SPM BK as well. These students are highly encouraged to sit for the SPM BK examinations and should they desire to do so, the school will provide the necessary support to coach them for the SPM BK exam.
5. All students who intend to take the SPM BK examinations will attend the SPM BK classes during BK periods and additional classes as deem necessary in order to adequately prepare them for SPM BK.

### 1.3. SPM Exam Registration Policy

#### **POLICY REGARDING IGCSE STUDENTS SITTING FOR OTHER SPM SUBJECTS.**

1. Malaysian IGCSE students (note 1.2 exemptions) are required to only sit for the SPM Bahasa Melayu (and SPM Bible Knowledge) exam of which they have been prepared for.
2. However, as per requirements of the Lembaga Peperiksaan, in order to sit for the SPM BM subject, students must be 17 years of age in Year 11 and they must also be registered for the minimum 6 SPM core subjects: BM, English, Mathematics, Science, Sejarah and Moral/Agama Islam. The remaining 2 subjects they are required to register for is Additional Mathematics and either BK (Christian students) or English for Science and Technology (all others).
3. Although students are required to register for the abovementioned subjects, the school will only support and prepare our students for BM & BK. This is largely due to the limited resources and that the focus and commitment to our IGCSE students is to prepare them for the IGCSE examinations. The content and answering techniques would differ greatly even for English where the Literature and Oral component is not covered in our IGCSE syllabus. Sufficient preparation time is also limited for even the other non-exam assessments which need preparation and coaching before submission to the Lembaga Peperiksaan for the relevant subjects. In addition, and more importantly, there may be a clash with the IGCSE examination timetable, thus putting the students in an unnecessary situation where they have to forgo taking the other SPM subjects which they may have spent considerable time preparing themselves for. There had been such situations before where students found themselves in such a predicament. Thus, we will not be supporting our students from sitting for any other SPM subjects than those they will be prepared for by the school – SPM BM and SPM BK.
4. If a student really deems it necessary to take the other SPM subjects, the student will have to sit for the Mid-Year and Trial exams in Year 10 & 11. Parents should indicate to us in Year 10 their desire for their child to take the other SPM subjects and ensure that this child will be prepared adequately. There will then be a written confirmation from the school. However, please bear in mind our advice in #3 above regarding the possibility of a clash between the IGCSE and SPM exam timetable.

#### 1.4. Year 7-9 Curriculum Policy

WMSKL (INTERNATIONAL) students sit for the externally assessed Cambridge Assessments International Education (CIAE) Cambridge Secondary 1 (CS1) Checkpoint Assessments in Year 9. CS1 Checkpoint students also have to sit for an internally assessed Checkpoint Trial Examinations. The results of these Trial Examinations may be submitted as forecast results to CAIE.

In our tradition to groom all rounded individuals in Academics, all students sit for school based Mid-Year and Final Year Examinations for every subject taken. The examinations are of a variation of Examination, Coursework, Presentations, Oral or Performance based. And these will be made known at the beginning of the school year.

#### Y7 to 9 Subjects/Periods:

Subjects
Art
Bahasa Melayu/ Malay as a Foreign Language
Bible Knowledge (Moral Education)/ Islamic Studies
Chapel *
Clubs & Societies*
Coding
First Language English
Games*
Global Perspective
History & Malaysian Studies
Information & Communication Technology
Lidra (Literature & Drama)
Mathematics
Music Appreciation/ First Language Chinese
Physical Education
Science

\*non-examination subjects

## 1.5. Year 10-11 Curriculum Policy

WMSKL (INTERNATIONAL) students sit for the externally assessed Cambridge Assessments International Education (CAIE) International General Certificate of Secondary Education (IGCSE) Examinations in Year 11. IGCSE students also have to sit for an internally assessed IGCSE Trial Examinations. The results of these Trial Examinations may be submitted as forecast results to CAIE.

### Year 10 Subjects/Periods:

IGCSE Code	Component	Year 10
452 / 450 / 455 / 470	(1,2) / (1,2) / (1,2) / (1,2,4)	Accounting / Business Studies / Economics / History
606	(1,2)	Additional Mathematics
546	(2,3,4)	Bahasa Melayu (KBSM) (compulsory) / Malay As a Foreign Language
-	-	Bible Knowledge/SPMBK/Islamic Studies
610	(2,4,6)	Biology
		Chapel*
620	(2,4,6)	Chemistry
-	-	Club & Society*
500	(1,2)	First Language English
417	(1,2,3)	Information & Communication Technology
580	(2,4)	Mathematics
-	-	Physical Education
625	(2,4,6)	Physics

\*non-examination subjects

### (Possible Grouping Year 10 Core Subjects depending on the Cohort's selection in Y9 and subject to a minimum of 15 students)

IGCSE Code	Component	Year 10
452	(1,2)	Accounting
606	(1,2)	Additional Mathematics
620	(2,4,6)	Chemistry
653	(2,4,6)	Combined Science
455	(1,2)	Economics
500	(1,2)	First Language English
470	(1,2,4)	History
417	(1,2,3)	Information & Communication Technology
580	(2,4)	Mathematics

### Year 11 Subject & Periods:

IGCSE Code	Component	Year 11
452 / 455 / 470	(1,2) / (1,2) / (1,2,4)	Accounting / Economics / History
606	(1,2)	Additional Mathematics
546	(2,3,4)	Bahasa Melayu (KBSM) (compulsory) / Malay As a Foreign Language
-	-	Bible Knowledge/SPMBK/Islamic Studies
610	(2,4,6)	Biology
		Chapel*
620	(2,4,6)	Chemistry
-	-	Club & Society*
500	(2,3)	First Language English
417	(1,2,3)	Information & Communication Technology
580	(2,4)	Mathematics
-	-	Physical Education
625	(2,4,6)	Physics

\*non-examination subjects

## 1.6. Year 11 IGCSE Exam Registration Policy

### **POLICY REGARDING STUDENTS REGISTERING FOR IGCSE EXAMINATION.**

1. Students will only be allowed to register for the IGCSE Examinations when in Year 11. Towards the end of their Year 10, they will be given a form to indicate the IGCSE examination subjects they wish to sit for and the exam fees will be indicated then. Although there is a requirement for a minimum registration of 6 IGCSE subjects, all students in our school are encouraged to register for at least 8 IGCSE subjects in order to be eligible for CAIE's Best Across Outstanding Learner Award. First Language Malay is taken in the May/June Series and not the October/November series and is excluded from this count. Students may be exempted from this requirement subject to written approval from the Principal upon submission of a written request from the parents.
2. Currently, due to the fact that we do not have a Chinese Department, we will only register students for the IGCSE First Language Chinese in the May/June Series which has no oral or coursework component. These students must adhere to our requirements which include a written approval in January of their Year 10 year. They have to submit a letter of undertaking from their tutor who will set and mark their Mid-Year, Final Year and Trial Examination papers from Year 10 to Year 11. These examination papers are to be mailed to the school at the stipulated time. This may be subject to further review.
3. All students will NOT be allowed to register for any other IGCSE Examination subjects during the May/June or October/November series that our other students are not being prepared for in school in Year 10 and are not registered for in Year 11 due to later invigilation and timetabling constraints.
4. Do note that for #2&3, should our students register for IGCSE subjects at other centres, the student is solely responsible for transportation and examination timetabling clashes and may have to forgo sitting for one of the IGCSE examinations at that time.
5. Malaysian students who are exempted from SPM BM must register for the IGCSE Foreign Language Malay examination in Year 11.
6. Students of other nationalities are encouraged to register for the IGCSE Foreign Language Malay in Year 11 if they have attained the necessary proficiency in Malay Language.
7. External candidates from other schools under the Methodist Council of Education can be registered as Private Candidates with our Centre only for IGCSE subjects that our students are also registered for during that examination series. They will be informed of the respective Private Candidate Fees.



## 1.7. IGCSE Grading Policy

Grade		Marks	Grade Point (GP)	Non GP Subjects	
A*		90 -100	4.0	EXCELLENT	
A		80 – 89	3.75	EXCELLENT	
B		70 – 79	3.0	GOOD	
C		60 – 69	2.5	SATISFACTORY	
D		50 – 59	2.25	NEEDS IMPROVEMENT	
E		40 – 49	2.0	NEEDS IMPROVEMENT	
F	F	0 – 39	30 – 39	0	WEAK
	G		20 – 29		WEAK
	U		0 – 19		WEAK

Cambridge International Assessments Education (CAIE) Examinations International General Certificate of Secondary Education (IGCSE) Examinations results are shown by one of the grades A\*, A, B, C, D, E, F or G indicating the standard achieved, Grade A\* being the highest and Grade G the lowest. ‘Ungraded’ indicates that the candidate’s performance fell short of the standard required for Grade G. The same CAIE IGCSE Grading system is used throughout for Year 7 to 11 in WMSKL(International). The students’ position in Class and Year are calculated by ranking the Average Marks of each student in that class/year.

The Highest, Average and Lowest Marks and GPA will be reflected for each subject, All Subjects and Core Subjects in the Mid Year and Final Year/Trial Progress Reports.

### Calculation of GPA for the Mid-Year and Final Examination / Trials

$$\text{GPA} = \frac{\text{Sum of all total Grade Point}}{\text{Number of subjects}}$$

Example: Student with 8 A’s for Mid Term

$$\begin{aligned} \text{GPA} &= \frac{26.25}{8} \\ &= 3.75 \end{aligned}$$

## 1.8. Absentee's Marks Policy

### **GUIDELINES FOR ENTRY OF MARKS FOR STUDENTS WHO WERE ABSENT FOR SOME PAPERS.**

#### **1. Absent with Valid reason.**

- A. The **Component weightage** for the exam paper sat for is **50% or more** = Round up marks achieved to 100%.  
E.G., Paper 1 = 60%; Paper 2 = 40%. Student sat for Paper 1 only with marks achieved 45/60.  
i. Student's final mark is  $45/60 \times 100 = 75\%$  if no course work given for that subject.  
ii. Student's final mark is  $45/60 \times 90 = 68 + (XX/10)$  coursework. If coursework mark is 8/10, the student's final mark is  $68 + 8 = 76\%$ .
- B. The **Component weightage** for the exam paper sat for is **is less than 50%** = Marks achieved is the final mark for that subject.  
E.G., Paper 1 = 60%; Paper 2 = 40%. Student sat for Paper 2 only with marks achieved 35/40.  
i. Student's final mark is 35% if no course work given for that subject.  
ii. Student's final mark is  $35/40 + (XX/10)$  coursework. If coursework mark is 8/10, the student's final mark is  $35 + 8 = 43\%$ .

#### **2. Absent without valid reason.**

- A. The **Component weightage** for the exam paper sat for is **50% or more** = Marks achieved is the final mark for that subject.  
E.G., Paper 1 = 60%; Paper 2 = 40%. Student sat for Paper 1 only with marks achieved 45/60.  
i. Student's final mark is 45% if no course work given for that subject.  
ii. Student's final mark is  $45/60 + (XX/10)$  coursework. If coursework mark is 8/10, the student's final mark is  $45 + 8 = 53\%$ .
- B. The **Component weightage** for the exam paper sat for is **less than 50%** = student is marked as absent.  
E.G., Paper 1 = 60%; Paper 2 = 40%. Student sat for Paper 2 only with marks achieved 35/40.  
i. Student is recorded as **Absent** for that subject if no course work given for that subject.  
ii. Student is recorded as **Absent** for that subject even if course work mark is 8/10.  
**Students listed as "Absent" will not have a GPA or position in class or position in form.**

#### **Please note that a Valid Reason =**

1. An M.C. (Medical Certificate).
2. Letter from the student's parent/guardian explaining:
  - A. A death in the family.
  - B. The student will be involved with an organised competition or an outside examination scheduled during the time and date of the school exam. These letters must be accompanied with documentation from the organisers or examination board indicating student's registration and scheduled participation in such activity. Where possible, the exam for that student will be rescheduled after school on that day or the immediate following day and marks entered into the progress report. If the exam is unable to be rescheduled, the student falls under the category of Absent with Valid reason and the abovementioned scenario applies.

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