



<b>Policy Name: Graduation Criteria</b>	
<b>Policy Code:</b>	<b>ED 10</b>
<b>Approved in:</b>	February 2013
<b>Reviewed in:</b>	May 2017
<b>Next Review in:</b>	April 2019
<b>Cross References:</b> This policy should be cross-referenced with the following: National Qualifications Framework	

**Introduction:**

The purpose of this policy statement is to ensure that all stakeholders receive and are aware of the new criteria for graduation from government high schools. These criteria have been produced following extensive stakeholder consultation and will apply to all students graduating from government schools from September 2016. The criteria from 2016 will, for the first time, include community service criteria.

**Aims:**

This policy aims to ensure that clearly defined criteria for graduation from government high schools are available to all stakeholders.

**Policy Statement:**

**Academic criteria**

1. Academic criteria will be included in the requirements for graduation
2. Academic achievement will be recognised at different, ascending tiers of attainment
3. Four tiers of attainment will be recognised:
  - Level 1 diploma;
  - Level 2 diploma;
  - Level 2 diploma with honours;
  - Level 2 diploma with high honours.
4. The criteria for each are:
  - a. Level 1 diploma: at least 5 subjects passed at Level 1<sup>1</sup> or higher, which must include English or literacy functional skills and mathematics, numeracy or mathematics functional skills;



- b. Level 2 diploma: at least 5 subjects passed at Level 2<sup>2</sup> or higher, which must include English and mathematics (CXC CSEC, GCSE, IGCSE, AS or AP);
  - c. Level 2 diploma with honours: at least 7 subjects passed at Level 2<sup>2</sup> or higher, which must include English and mathematics (CXC CSEC, GCSE, IGCSE, AS or AP);
  - d. Level 2 diploma with high honours: at least 9 subjects passed at Level 2<sup>2</sup> or higher at grades I-II/A\* - B or the equivalent standard (grades I or II for CXC CSEC; A\*, A, or B for GCSE/IGCSE; Merit for BTEC; or the equivalent standard for other externally awarded qualifications). The 9 subjects must include English and mathematics at this standard through one of the following examinations: CXC CSEC, GCSE, IGCSE, AS or AP.
5. Special Educational Needs students studying within mainstream education at the high schools should be able to access at least the Level 1 diploma, and so no separate diploma is required. Students from Lighthouse School will receive a separate diploma. A joint graduation may be considered.

<sup>1</sup>Level 1 qualifications are defined within the Cayman Islands National Qualifications Framework as: CXC CSEC Grades IV-VI, CXC CCSLC, GCSE/IGCSE Grades D-G, BTEC Level 1 (Introductory), IMI Level 1, City and Guilds Level 1.

<sup>2</sup>Level 2 qualifications are defined within the Cayman Islands National Qualifications Framework as: CXC CSEC Grades I-III, GCSE/IGCSE Grades A\*-C, GED, BTEC Level 2 (Firsts), IMI Level 2, City and Guilds Level 2, Trinity Music Grade 5, COPE Level 2..

### **Attendance criteria**

6. Students must have 90% or more attendance during Years 10-12.  
(Authorised absences are included in this figure, provided they have been submitted by the required deadline in Year 12).

### **Conduct criteria**

7. Students must have less than 15 days suspension (exclusion) during Years 10-12.

### **Community Service criteria (to commence from September 2016)**

8. Community service is defined as:

‘Activities undertaken for the benefit of individuals and/or community for no financial reward.’



9. Students must complete at least 10 hours of validated Community Service over Years 10-12
  - a. The new criteria will commence in September 2016 for the new Year 10 only, and will then apply to each subsequent Year 10 going forward
  - b. Three tiers of achievement will be recognised
    - i. Ten (10) total hours of community service. This is the minimum required to graduate from high school.
    - ii. Fifty (50) total hours of community service.
    - iii. One Hundred (100) total hours of community service.
  - c. Community service which has been carried out both in and out of school will be accepted with appropriate supporting evidence
  - d. Students should keep a record of their service activities and numbers of hours completed and submit them to their Tutor group Tutor.
  - e. Schools should ensure they follow the guidelines provided related to the appropriate processes and format for monitoring and signing off on the service hours completed, and for reporting the total number of hours completed.
  - f. It is the responsibility of the school principal to validate the overall number of hours of community service completed.
  - g. At the end of Year 12, the school where a student completes senior secondary education should inform the DES of the total number of service hours.
  - h. The last date for reporting service hours to the DES is the end of the second term in Year 12.
  - i. Only service over Years 10, 11 and 12 will be accepted, with the exception of service undertaken during the summer vacation between Years 9 and 10.
  - j. The school that reports community service at the end of Year 12 to the DES is required to keep a hard copy, or electronic version, of the student's record of service.

### **School transfers during Year 10-12**

10. When students change schools their information related to the graduation criteria should be transferred by their school of origin to their destination school.



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## **ROLES AND RESPONSIBILITIES:**

### **The Ministry of Education will:**

- Establish educational policy
- Ensure that all Ministry staff, schools and other relevant stakeholders are aware of this policy and related guidance documents and procedures
- Provide guidance for schools related to this policy
- Through the Chief Officer, approve a final list of graduating students each year

### **The Office of Education Standards will:**

- Evaluate the effectiveness with which this policy is implemented

### **The Department of Education Services (DES) will:**

- Monitor the compliance of schools with this policy
- Support the effective implementation of this policy by schools
- Through the Director of DES, review the recommendations of the school graduation committees, with any subsequent appeals, and then submit the final recommendations for graduating students to the Chief Officer for approval

### **School Leaders will:**

- Ensure all relevant staff are aware of the policy and related guidance
- Ensure that student status related to graduation criteria is regularly monitored and appropriately communicated to staff, students and their parents
- Validate the information related to the graduation criteria
- Convene a graduation committee to review and recommended a list of graduating students each year
- Ensure all information related to graduation is collated and communicated to the DES in a timely fashion

### **School staff will**

- Ensure the policy is consistently implemented and follow the guidance as required
- Gather, collate and communicate information related to graduation to relevant persons within their school
- Participate in graduation discussions, meetings and committees as required by the School Leader
- Communicate and regularly remind their students of the graduation criteria and associated requirements
- Communicate, in a timely fashion, cause for concern to students and their parents/guardians when the student is at risk of not being able to graduate.



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### **Parents/guardians will**

- Support the school and the student in enabling the student to achieve the graduation criteria

### **Students will**

- Strive to achieve the criteria for graduation

### **APPEALS**

Provided the guidelines have been followed, students and parents/guardians should have been made aware of the risk of non-graduation well in advance of the final recommendations, and of the reasons for the at-risk status. Equally, where there were opportunities for students to overcome barriers to non-graduation the student and their parent/guardian should have been informed of these in timely fashion, and wherever possible, before the final recommendation list has been compiled.

Where students have not been recommended for graduation, students and their parents/guardians will be informed of the recommendations of the Director of DES, informed by the school graduation committees, prior to submission to the ministry for final approval.

At this stage they have 10 days to appeal the decision to the Director of DES for further consideration.

The Director of DES will take the appeal into account and will inform the parent/guardian of the decision before the final recommendations are sent to the ministry. The Director of DES will include the grounds for the appeal in the documentation to the ministry should the Director of DES not decide to change their recommendation at this stage.