



CAMBRIDGE AICE PROGRAM HANDBOOK 2022-2023



CAMBRIDGE
International Examinations

Cambridge International School

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WHAT IS THE CAMBRIDGE AICE DIPLOMA PROGRAMME?

The Cambridge AICE (Advanced International Certificate of Education) diploma programme is offered and overseen by Cambridge Assessment which is a part of The Cambridge University. In order to earn the diploma, a student must complete AS and A level coursework then sit for (and pass) exams to show evidence of their learning and understanding. It is a rigorous college and global-level curriculum taught at the high school level. In some countries the exams are used to determine if and where a student may attend college. Here in the United States, it is used to earn college credit and to help prepare students for rigorous college coursework.

The AICE programme is used and regarded all around the globe. To give you an idea of the scope of the Cambridge Assessment programmes, The Cambridge International website provides the following facts:

- Cambridge Assessment International Education is the world's largest provider of international education programmes and qualifications for 5 to 19 year olds.
- Over 10,000 schools in more than 160 countries offer Cambridge programmes and qualifications.
- Every year, nearly a million Cambridge learners prepare for their future with an education from Cambridge International.
- We are a division of Cambridge Assessment, a not-for-profit organisation and part of the world-renowned University of Cambridge.
- Cambridge Assessment was formed as the 'Local Examinations Syndicate' by the University of Cambridge in 1858. The first Cambridge international exams were taken in Trinidad in 1864 by six candidates.
- Cambridge International AS and A Levels are taken in 134 countries with more than 545,000 subject entries each year.

WHY CHOOSE AICE?

The benefits of earning an AICE diploma really depend on your end game. Colleges such as Harvard and MIT recognize and/or award credit for passing the Cambridge AS and A level exams. All public colleges and universities in the state of Florida are required to award credit for passed exams, this includes the University of Florida and Florida State University. Many private colleges and universities here in Florida as well as out of state will also award you credit for AS and A level qualifications. Since AICE is given in many countries, it is internationally recognized as well. No matter where you choose to go, there is a good chance that your hard work and credits will be accepted and recognized.

If I can take individual classes to earn college credit, why earn the diploma? The diploma requires you to pass at least 7 exams, which means you leave high school with at least 21 credit hours of college work under your belt. The other benefit is that earning the AICE diploma and following an AICE curriculum exempts you from the normal graduation requirements. This includes those for earning the Bright Futures scholarship. If you receive the AICE diploma and put in 100 hours of community service, you are guaranteed the top level of Bright Futures award, no matter what your SAT or ACT scores are (the minimum score is waived). If you do not earn the diploma but still took a full AICE curriculum and passed most of your exams, you will have to meet the score requirement, but you can still earn the Bright Futures awards without meeting the other coursework requirements.

If you are going to a state college or university in Florida, another benefit is that between dual enrollment and Bright Futures combined, the state of Florida will only help pay for around 120 credit hours of mostly undergraduate work. This amounts to about 4 years and a bachelor's degree. If you earn your AICE diploma while in high school, you start with at least 21 credit hours of college course work and have 120 credits of Bright Futures scholarship to use towards your college major (or even to help you explore what that major should be).

Finally, earning the diploma shows that you are willing to take rigorous course work and that you excelled in it. This makes you look good to your prospective schools when you apply to colleges and universities. Anything you can do to stand out and be more competitive gives you an extra edge over other students that are also applying to the schools and programs in which you are interested.

CAN I STILL DO DUAL ENROLLMENT AND AP?

The simple answer to this is yes. However, there are some things to consider before you sign up for an advanced class outside of the AICE program. The first thing to realize is that it is not really possible to earn both an AA degree through dual enrollment and the AICE diploma. First, it would be very hard to fit in all of the courses needed to do both. Second, many of the classes needed to earn both would be redundant and earn the same college (and possibly high school credit). So before signing up for dual enrollment courses, you need to consider what your purpose and end game are.

It is possible to take dual enrollment coursework and AP coursework and earn the AICE diploma. However, you need to make sure that you are not overloading yourself and not duplicating credits. An example of this would be AICE AS English Language and ENC 1101. You will need AICE AS English Language to fulfill the language requirement for earning the AICE diploma. Passing this exam will earn you the same credit as taking ENC 1101 through dual enrollment. Another example is AICE AS US History and AP US History. Passing either of these classes would fulfill the high school credit requirement and passing either exam will earn you the same college credit.

However, there are dual enrollment courses and AP courses that are offered that we do not yet offer an AICE course equivalent. AP examples include our AP Calculus and AP Computer Science courses offered here at Pine Ridge. Of course, dual enrollment offers many courses that we do not offer through AICE as well. Taking singleton dual enrollment courses, but not seeking an AA degree is quite possible with the AICE diploma track. While we do not dissuade our students from taking as rigorous of course load as they can handle, we also urge them to not overload themselves. They need to make sure that the classes can fit into their schedule and that they have enough time to study and complete assignments on time for all of the courses they enroll themselves in.

CAN I STILL DO EXTRACURRICULARS AND ACADEMIES?

The answer to this is an enthusiastic, “Yes”. We want and expect our AICE program students to excel in many areas of their high school career. We encourage them to be well-rounded. Therefore, we want them to be involved at Pine Ridge. This includes not only sports, but also the arts, service clubs, and academic offerings. AICE students are involved in most every sport offered at the school. We also have band, chorus, dance, theater, and art students as well. Many of our students are involved with student government and can also be found as members of our Science Olympiad team, environmental club, academic team, yearbook staff, and honor societies. They excel in many areas such as art, computers, writing, science, and service. This is great for our school and great for the students as well.

It is quite possible for AICE students to be involved with our Healthcare Academy or with PRAMA (Pine Ridge Advanced Manufacturing Academy). They can also be involved with our agriculture, culinary, early childhood, HVAC, and computer programs (i.e. cybersecurity or digital design) while also fulfilling their AICE diploma course requirements. These programs can help them earn certifications that can translate into possible employment as well as other opportunities beyond the school. Students that need and/or are interested in extra support to help them through the rigorous coursework of AICE are strongly encouraged to be part of our AVID program.

AICE DIPLOMA REQUIREMENTS

Cambridge AS and A level courses are divided into 4 groups: Group 1 = Math and Sciences; Group 2 = Languages; Group 3 = Humanities; and Group 4 = Interdisciplinary. A qualified student may take any of these courses as singleton courses and earn college credit for each if they pass the exam at the end. However, to earn the AICE diploma, a student must take seven credits worth of AS and A level courses to include one credit in AS level Global Perspectives, one credit from group 1, one credit from group 2, one credit from group 3, and three more credits from any of the four groups (with only 2 credits allowed from group 4). In order to earn AICE credits for the course, the student must earn a grade of an E-A on the exam at the end of the course. The qualifying 7 credits must be earned within a 25 month period from the time the first exam is sat for until the time that the diploma is applied for. The chart below shows possible combinations of satisfying the required seven credits during this time:

A Levels (2 credits each)	AS Levels (1 credit each)	Cambridge International AS Level Global Perspectives & Research (9239)	Total
3	0	1	7 credits
2	2	1	7 credits
1	4	1	7 credits
0	6	1	7 credits

Learners who meet the requirements of the group award will receive a Cambridge AICE Diploma at one of three levels: Pass, Merit or Distinction. The level awarded is based on the overall Cambridge AICE Diploma score which is determined by the marks on each exam.

Two credits study (A Levels)		One credits study (AS Levels)	
Grade	Points	Grade	Points
A*	140	-	-
A	120	A	60
B	100	B	50
C	80	C	40
D	60	D	30
E	40	E	20

Cambridge AICE Diploma with Distinction: awarded to students with a score of 360 points or above. The maximum Diploma score is 420 points.

Cambridge AICE Diploma with Merit: awarded to students with between 250 and 359 points.

Cambridge AICE Diploma at Pass level: awarded to students with between 140 and 249 points

PINE RIDGE AICE COURSE OFFERINGS

We are adding to our menu of AICE course offerings each year. This school year, we are offering the courses outlined in the chart below:

(bolded entries represent the courses/grade-levels in line with our diploma cohort progression plan)

Pre-AICE		Group 1		Group 2		Group 3		Group 4	
Course	year	Course	year	Course	year	Course	year	Course	year
Pre-AICE English Language	9th	AS Marine Science	10 th , 11 th , or 12 th	AS English Language	11th or 12th	AS Geography	9th, 10th, 11th, or 12th	AS English General Paper	10th, 11th, or 12th
Pre-AICE Spanish Language 1	9 th , 10 th , or 11 th	A Level Marine Science	11 th or 12 th	AS Spanish Language	11 th or 12 th	AS European History	10th, 11th, or 12th	AS Global Perspectives and Research	10th, 11th, or 12th
Pre-AICE Spanish Language 2	9 th , 10 th , 11 th , or 12 th	AS Chemistry	11 th or 12 th			AS US History	11th or 12th	AS Thinking Skills	10 th , 11 th , or 12 th
Pre-AICE Spanish Language 3	10 th , 11 th , or 12 th	AS Biology	10 th , 11 th , or 12 th			AS Psychology (also group 1)	10 th , 11 th , or 12 th		
Pre-AICE Biology	9th or 10th	A Level Biology	10 th , 11 th , or 12 th			AS Travel and Tourism	10 th , 11 th , or 12 th		
Pre-AICE Chemistry	10th or 11th	AS Psychology (also group 3)	10 th , 11 th , or 12 th			AS Literature in English	12th		
						AS Drama	10 th , 11 th , or 12 th		
						A Level Drama	11 th or 12 th		
						AS Media Studies	10 th , 11 th , or 12 th		
						AS Digital Media and Design	11 th or 12 th		
						AS Sociology	10 th , 11 th , or 12 th		

HIGH SCHOOL STANDARD DIPLOMA REQUIREMENTS

According to Florida State Statute a student may earn their standard high school diploma by completing a Cambridge AICE curriculum in place of the usual 24 required credits.

A Cambridge AICE curriculum consists of taking (and passing) at least 7 AICE AS or A level courses and sitting for all components of the corresponding exams (even if the student does not pass the exam). However, if a student does not take 7 courses or if they fail to fully take 7 exams, they must meet the normal 24 credit requirements in order to earn their standard high school diploma (in other words to graduate from high school). This is important to realize as a student may earn their AICE Diploma award by taking an additional test without first taking the class or by taking the A level exam and earning 2 AICE credits without taking 2 AICE classes.

It is also important to realize that this means that if you do not sit for all the components of the exams in your senior year and have not completed all 24 required credits, it could put you in very real danger of not graduating on time. It could cause you to not be able to walk with your class at graduation and you may have to complete summer school or longer to earn the credits needed.

Finally, please note, that while you may earn your high school diploma and the Bright Futures awards by taking the AICE curriculum, many colleges and universities require you to complete certain credits in order to be accepted. These normally include at least 4 English, 4 math, 4 science, 3 social studies, and 2 (of the same) Foreign Language credits along with elective credits. So, you must make sure you meet these requirements prior to graduation to make sure that you can go to the college you will eventually choose!

ACADEMIC EXCELLENCE REQUIREMENTS

It is an expectation of the students in the AICE program to maintain a high level of academic achievement. Grades will be monitored to make sure that a certain level is maintained and there will be consequences enforced if that level is consistently not met. There are two main expectations of all students in the AICE program:

- ❖ They will maintain an unweighted cumulative GPA of 2.5 or higher, with the expectation that their weighted GPA should be above a 3.0.
- ❖ They will not receive an F as a final quarter grade for any course they are taking.

Of course, each case will be dealt with on an individual basis, however, the following consequences will occur in all instances without extenuating circumstances:

1. If a student receives an F in a class for the quarter. They will be put on progress monitoring status. The student will be required to attend office hours with that teacher or study hall (during office hours) with Mrs. Spallone at least once a week during the following quarter until they have improved their grade from the previous quarter and their grade from the current quarter is a C or better. The student will be required to turn in a progress monitoring sheet to Mrs. Spallone each week.
2. If a student's unweighted quarter GPA falls below a 2.5, even if they do not have any Fs on their report card, they will also be put on progress monitoring status. The student will be required to attend office hours with any of their teachers or study hall with Mrs. Spallone at least twice a week during the following quarter until all of their grades for all of their honors and advanced classes are Cs or better and their general level classes are Bs or better. The student will be required to turn in a progress monitoring sheet to Mrs. Spallone each week.
3. If a student's cumulative unweighted GPA falls below a 2.5, they will be placed on academic probation. They will have one semester to make adequate progress towards improving their overall GPA or they will be removed from the program. The majority of their grades should be at a B level or above the next semester with no more than 2 Cs in advanced-level courses. They will be monitored and must attend office hours or study hall 3 times a week to make sure they are working towards improving their grades. The student will be required to turn in a progress monitoring sheet to Mrs. Spallone each week as well.

Failure to comply with these consequences and/or to make adequate progress towards improving their academic standing may result in a student being removed from the AICE diploma cohort as well as the student not being allowed to participate in AICE coursework once removed from the program.

HONOR CODE REQUIREMENTS

As a student in the AICE program, you are held at a high standard, not just academically, but morally and socially as well. Actions such as cheating and misbehavior do not reflect well on you as an individual nor on our Cambridge AICE program here at Pine Ridge High School. Therefore, violations to this Honor Code will not be tolerated and will be dealt with according to district and program guidelines.

I. Academic Integrity:

The Volusia County Schools' Student Code of Conduct defines cheating/academic dishonesty as thus: "to influence by deceit, trick or fraud, to violate rules for personal gain or the gain of others. To obtain by deceit a grade or reward to which one is not entitled. To plagiarize."

If you are caught cheating or plagiarizing (including, but not limited to, allowing another student to copy your work), depending on the infraction and teacher discretion, any of the following consequences may be assigned:

- a. Zero on the assignment.
- b. Discipline referral
- c. Guidance referral/parent conference
- d. Referral to Honor Code Panel (including teachers and administrators) to determine any of the following:
 - Academic Probation within the Cambridge Program
 - Removal from class
 - Removal from AICE Program.

II. Behavioral Expectations:

You are expected to behave in a manner that is consistent with being an honor student. Student misbehavior may lead to being put on probation/monitoring status within the program or even removal from the class and or program depending on the severity of the offense. Student behavior may be reviewed by the Honor Code Panel due to any of the following circumstances:

- a. Teacher referral to the Panel.
- b. Excessive tardiness and/or absences.
- c. Excessive discipline referrals for low level offenses.
- d. Discipline referrals for any higher level offenses.
- e. Illegal activities that occur off campus.
- f. Other activities that may be considered unbecoming to a student in our program (i.e., but not limited to, social media misuse or bullying)

NOTICE OF INTERNATIONAL CURRICULUM

The curriculum used in the Cambridge IGSCE (pre-AICE), AS, and A level courses has been designed by working closely with the faculty of Cambridge University and other experts from around the world. The aim of the entire curriculum is to produce students who are life-long thinkers and learners in a global community. They are encouraged to think through things and to challenge incongruencies. They are taught to look at things from perspectives that are not necessarily their own. The courses are rigorous and there is an expectation that the students taking them will maintain a certain level of open-mindedness and maturity when approaching each subject.

With that being said, please be advised that teachers in both our pre-AICE and AICE courses are following the syllabus guidelines set forth by Cambridge International when they are delivering curriculum to our students. Some of the topics covered in these syllabi may be considered mature and/or controversial by some. However, they are being brought forth not to change the beliefs of the student per se, but rather to expose the student to the concepts and to prepare them to live in a world where these topics are discussed and debated.

While the teachers will always keep in mind age-appropriateness of their students and always be sensitive to their beliefs, we also expect that AICE students are mature honors students. With that being said, they are expected to participate in class and to complete all assignments in an appropriate manner. Please be advised that no teacher will assign any work that a reasonable person would find inappropriate, but they may dive deeper into these subjects than the students have been asked to do before. This will all be done in accordance with the curriculum set forth by Cambridge.

Some of the topics that will be discussed among various classes may include, but are not limited to, things like sex education and contraception, climate change, poverty, war, disease and vaccinations, racism, environmental conditions, family dynamics, and religions.

NOTICE OF TESTING WINDOW AND FINANCIAL RESPONSIBILITY

The timetables and format for all of the exams are set by Cambridge International and we have no control over the schedule or set-up. Please be aware that most exams require you to sit for multiple components on different days and that in order for the exam to be graded, you must sit for all components. Some exams, such as global perspectives, require coursework that must be submitted to the teacher and/or the exams officer (Mrs. Spallone) by the student and then the exams officer submits it to Cambridge. Many science courses (like AS chemistry or biology) require students to take a lab practical exam.

The other thing to be aware of is that the exam window for the spring exam series stretches from the end of April until mid-June. We ask students to please postpone planning vacations, etc. in June until we know the testing schedule (normally by October at the latest). Exams for the series have to be ordered in mid-February, so if there is a conflict, we ask that you let us know as soon as possible. If an exam is ordered for a student, we are not able to get a refund in what we paid unless there are extreme circumstances.

CONSEQUENCES FOR NOT SITTING FOR AN EXAM COMPONENT

If you are taking an AICE class, an exam will be ordered for you unless there are extenuating circumstances that you have brought to Mrs. Spallone's attention prior to February 1st. Once an exam has been ordered for you, you are expected to sit for and/or submit all components of that exam. If you miss one or more component, you will be written an obligation for the cost of the exam. Most exams will cost around \$110. The Global Perspectives exam costs around \$195. There are very narrow parameters where you can be excused from a component by Cambridge and these will be the only parameters used for you to not be held financially responsible for missing the test.

If you fail to submit your personal essay or your presentation for the group project in Global Perspectives, not only will you be held financially responsible, but you will also be removed from the AICE program. This is the class that you need to earn the diploma and you will not pass the exam if you fail to submit one of the components. At that point there is no reason for you to remain on the diploma track.

If you fail to take more than one exam, it may result that you are no longer allowed to take AICE or AP courses, as you are getting the benefit of a 5.0 class without fulfilling all of the requirements that the other students are completing.

PROGRAM EXITING PROCEDURES

If for any reason you wish to leave the AICE program, you will need to see Mrs. Spallone to obtain an exit request form. The form states the following:

"I, _____, wish to be removed from the Cambridge AICE Diploma Program at Pine Ridge High School. I understand that I will no longer be monitored to make sure I am maintaining the academic and behavioral standards required by the program. I also realize that I am forfeiting any benefits that will be offered to students within the Diploma Cohort (such as field trips, tutoring, and team-building activities). I understand that I will be able to take individual AICE level classes, but I will no longer be a candidate to earn the Cambridge Diploma and must now fulfill all State of Florida course requirements needed to obtain the standard diploma as outlined in the Program of Studies. Finally, I realize that I will have the chance to change my decision if my academic and behavioral records show that I am still a good candidate for the program and also if there is time permitting to meet the requirements of the AICE Diploma. I know that I will need to personally speak with the Cambridge AICE Program Coordinator in order to be readmitted."

A signature from both the student and a parent is required on this form, just so that we know everyone is on the same page. If you decide to pursue other tracks, that is ok, we will not be offended. You may still take individual AICE courses and may decide to return to the AICE program if you have time to complete the coursework to earn the diploma. Any credits you have earned up until the time of your exit, will remain.

CONTACT INFORMATION

HERE AT PINE RIDGE:

- ❖ **Cambridge AICE Program Coordinator:** Marlo Spallone
- ❖ **Email:** mlspollo@volusia.k12.fl.us
- ❖ **Phone:** 407-688-9500 ext. 43580
- ❖ **TEAMS:** ext. 76410 and PRHS AICE Diploma Program TEAM
- ❖ **Remind:** @prhsaice (text to 81010 or use remind app)

SOME IMPORTANT WEBSITES:

- ❖ **Cambridge International:** www.cambridgeinternational.org
- ❖ **Pine Ridge High School:** pineridgehighschool.com
- ❖ **Volusia County Schools:** www.vcsedu.org
- ❖ **Bright Futures Scholarship:**
www.floridastudentfinancialaidsg.org/SAPBFMAIN/SAPBFMAIN
- ❖ **College Recognition of AICE Credits information:**
www.cambridgeinternational.org/usa/recognition
- ❖ **Transcript Request (from Cambridge to a college or university):**
 - **Information on how to request the transcripts:**
www.cambridgeinternational.org/usa/get-and-send-exam-grades/
 - **US Grade Transcript Service:**
<https://gradetranscripts.cambridgeinternational.org/>

