



SHAIKHA HESSA GIRLS' SCHOOL



HIGH SCHOOL COLLEGE COUNSELING HANDBOOK



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Office Information and Contacts

Shaikha Hessa Girls' School
College Counseling Office

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Mission Statement, Beliefs and Expectations

Mission Statement

The College Counseling Office maintains close working relationships with counseling and college enrollment professionals. The counselor offers their expertise to educate, counsel and encourage students throughout the post-secondary application process. The counselor assists students to set realistic and achievable college admission goals for themselves while encouraging each student's individuality.

Beliefs

The College Counselor works with the families and the SHGS communities to:

- Recognize each student as an individual and support each student's sense of dignity and self-worth.
- Support SHGS students in identifying their personal strengths and aligning them with their university options.
- Assist students in developing the necessary skills to take responsibility for their own decisions and help them understand how to make important decisions affecting their future.

Expectations

From the College Counselor:

- To guide and support the student throughout the college admission process.
- Assist students in preparing an application list of colleges that are most suitable for them.
- Clearly identify tasks and deadlines for students and parents.
- To have an open-door policy and is always willing to listen to students.

From the Students

- To pay attention to all deadlines throughout the college admission process.
- To be honest and listen with an open mind.
- To consider college counselor's recommendation on colleges.
- To allow the college counselor to assist the student in becoming self-sufficient and self-reliant.

From the Parents

- Listen to their child with an open mind.
- To be helpful by encouraging their child and giving them constructive feedback
- Encourage their child to communicate with colleges directly and with the college counselor.

The Four Years

Graduation Requirements:

Students must complete a minimum of 28 credits to graduate. A minimum of 7-8 credits is required each year in Grades 9 through 12. Each core subject is given 200 minutes of instructional time per week. IBDP higher-level courses are given 240 minutes of instructional time per week. The school year is 36 weeks in length consisting of two 18-week semesters. Grade reports are issued at the end of each nine-week session.

Graduation Requirements

Required Courses	Credits
English 9, 10, 11, 12	4
Arabic 9, 10, 11, 12	4
Mathematics 9, 10, 11, 12	4
Science	4
Islamic Studies	2 (0.5 per year)
Social Studies	3 or more
National Social Studies 9, 10	1 (0.5 each year)
Citizenship 11,12	0.5(0.25 each year)
Computer Studies 9, 10	1 (0.5 each year)
Physical Education 9, 10	1 (0.5 each year)
Electives	4
Total	28.5

Curriculum and Grading System

Shaikha Hessa Girls' School offers an international curriculum. The IGCSE programme covers grades 9 and 10. The International Baccalaureate Diploma Programme is covered in grades 11 and 12. In addition to the programmes offered, students take Islamic Studies, National Social Studies, Citizenship, Physical Education, and elective courses.

SHGS Regular Courses Grading Scale

Letter Grade	Percentage Range	Grade Points
A	93 and above	4.00
A-	90 - 92	3.75
B+	87 - 89	3.50
B	83 - 86	3.00
B-	80 - 82	2.75
C+	77 - 79	2.50
C	73 - 76	2.00
C-	70 - 72	1.75
D+	67 - 69	1.50
D	63 - 66	1.00
D-	60 - 62	0.75
F	Below 60	0.00

Gr 11 -12 Course Grading Scale- PE and Graphic Design

Letter Grade	Percentage Range	Grade Points
A	97and above	3.00
A-	93 - 96	2.75
B+	89 - 92	2.50
B	85 - 88	2.25
B-	81 - 84	2.00
C+	78 – 80	1.75
C	74 – 77	1.50
C-	71 – 73	1.25
D+	68 - 70	1.00
D	64 - 67	0.75
D-	60 -63	0.50
F	Below 60	0.00

Gr 11-12 Course Grading Scale -Integrated Science, Geography and General Math

Letter Grade	Percentage Range	Grade Points
A	90 - 100	4.00
A-	85 - 89	3.75
B+	79 - 84	3.50
B	73 - 78	3.00
B-	67 - 72	2.75
C+	61- 66	2.50
C	54 - 60	2.00
C-	48- 53	1.75
D+	42 - 47	1.50
D	35 - 41	1.00
D-	29 - 34	0.75
F	Below 29	0.00

Gr 11-12 Course Grading Scale -English Language B -HL

Letter Grade	Percentage Range	Grade Points
A	90 - 100	4.00
A-	86 - 89	3.75
B+	81 - 85	3.50
B	77 - 80	3.00
B-	72 - 76	2.75
C+	67 - 71	2.50
C	62 - 66	2.00
C-	57 - 61	1.75
D+	52 - 56	1.50
D	47 - 51	1.00
D-	42 - 46	0.75
F	Below 42	0.00

Gr 11-12 Courses Grading Scale- IBDP Higher Level

IBDP Scale	Letter Grade	Percentage Range	Grade Points
7	A	84 and above	5.00
7	A-	77 - 83	4.75
6	B+	73 - 76	4.50
6	B	69 - 72	4.00
6	B-	65 - 68	3.75
5	C+	62 - 64	3.50
5	C	57 - 61	3.00
5	C-	54 - 56	2.75
4	D+	50 - 53	2.50
4	D	46 - 49	2.00
4	D-	42 - 45	1.75
3	F	28 - 41	0.00
2	F	15 - 27	0.00
1	F	0 - 14	0.00

Gr 11-12 Courses Grading Scale- IBDP Standard Level

IBDP Scale	Letter Grade	Percentage Range	Grade Points
7	A	85 and above	4.00
7	A-	79 - 84	3.75
6	B+	75 - 78	3.50
6	B	71 - 74	3.00
6	B-	67 - 70	2.75
5	C+	59 - 66	2.50
5	C	52 - 58	2.00
4	C	50 - 51	2.00
4	C-	42 - 49	1.75
3	D+	38 - 41	1.50
3	D	33 - 37	1.00
3	D-	29 - 32	0.75
2	F	15 - 28	0.00
1	F	0 - 14	0.00

Gr 9-10 Courses Grading Scales - IGCSE (All subjects except Math Foundation Tier)

Letter Grade	Percentage Range	Grade Points	Grade Points Math Higher Tier
A	89 and above	4.00	5.00
A-	83 – 88	3.75	4.75
B+	77 – 82	3.50	4.50
B	71 – 76	3.00	4.00
B-	65 – 70	2.75	3.75
C+	60 – 64	2.50	3.50
C	55 – 59	2.00	3.00
C-	50 – 54	1.75	2.75
D+	46 – 49	1.50	2.50
D	40 – 45	1.00	2.00
D-	36 – 39	0.75	1.75
F	Below 36	0.00	0.00

Gr 9- 10 Course Grading Scales - IGCSE Math Foundation

Letter Grade	Percentage Range	Grade Points
A	97 - 100	4.00
A-	94 - 96	3.75
B+	91 – 93	3.50
B	87 - 90	3.00
B-	84 - 86	2.75
C+	76 - 83	2.50
C	68 - 75	2.00
C-	60 - 67	1.75
D+	52 - 59	1.50
D	44 – 51	1.00
D-	36 – 43	0.75
F	Below 36	0.00

Gr 9 - 2022 Batch Onwards Course Grading Scales - IGCSE Math Foundation

Letter Grade	Percentage Range	Grade Points
A	96 - 100	4.00
A-	90 - 95	3.75
B+	84 - 89	3.50
B	78 - 83	3.00
B-	72 - 77	2.75
C+	66 - 71	2.50
C	60 - 65	2.00
C-	54 - 59	1.75
D+	48 - 53	1.50
D	42 - 47	1.00
D-	36 - 41	0.75
F	Below 36	0.00

Transition Afternoon

To ease the high school course selection process, grade 8 and grade 10 students attend a Transition Afternoon held in February. During the Transition Afternoon, grade 8 students receive in-depth information about the IGCSE curriculum and the programmes course offerings. Similarly, grade 10 students get in-depth information about the IBDP curriculum and the programmes course offering.

Grade 9

Studies have shown that students in the 9th grade are not quite ready for the college search process. That is why the SHGS approach to the college process is an informal one at this point. The college counselor is always available for any inquiries students and parents may have.

- The counselor will meet with students as a group to discuss opportunities they have in and out of SHGS.
- The counselor will discuss the importance of decision-making and how it may influence their permanent record.
- The counselor discusses how to make the most out of SHGS education.
- The counselor assists students in setting goals for the 9th grade year.
- Counselor meets with students to discuss and set goals for 10th grade.
- Complete "Extracurricular Activity Resume"

Grade 10

This year, testing will become one of the major activities for 10th grade students. They will be taking the PSAT-10 in February and learn how to interpret their results once received. They will create an account and access "MY College Quick Start" where they can view their PSAT and begin the college search process.

- The counselor will meet with students to set academic, personal, and extracurricular goals for grade 10.
- The counselor will discuss the importance of decision-making and maintaining a strong record.

- The counselor will remind students to keep track of their activities on their “Extracurricular Activity Resume” and update their form.
- Counselor will provide students with the resources for PSAT-10 practice.
- The counselor will discuss and practice the PSAT-10 with students if possible.
- Students will take the PSAT-10 in February
- IBDP Transition Afternoon will occur in February.
- The counselor assists students in course selection for grade 11.
- PSAT results are sent home once released.
- Counselor will guide students with accessing “MY College Quick Start” if scores and accounts are released early otherwise it will be at the beginning of grade 11.
- Students may begin researching universities.

Grade 11

The 11th grade is considered the most important year in the college admission process. Colleges and universities look at all four years of high school with emphasis on the last three years. The college admission officers look for students who have taken a strong and challenging curriculum, one that consists of challenging courses and extracurricular activities. The officers also take into consideration how well a student progresses, and how well they maintain a good record.

- Students are encouraged to attend the college fairs when available.
- Register for the SAT, SAT Subject Test, IELTS and TOEFL if needed as practice.
- Register for the.
- Students start research at colleges and universities.
- Students who are eligible apply for the CPISP.
- Research colleges and universities and develop a list of ten that interests the student.
- Students fill forms and questionnaires to determine the field, major career that suit them. Students refine their lists of colleges and universities.
- One-on-one meetings with the counselor to review, evaluate, and discuss the questionnaire, standardized tests, and college interests.
- Counselors make plans, if possible, to make college visit or invite representative from colleges
- Students will continue updating the extracurricular form.

Grade 12 Timeline

Students in their final year of high school must be aware of all deadlines. They will be applying to different universities with different deadlines. They must make sure that they have registered and taken all the important and necessary tests. Test scores **MUST** be sent directly to the school of their choice from the testing centers.

Colleges and universities will **NOT** accept scores sent by the student or by the school.

- Register and take the SAT, SAT Subject Test, TOEFL, and IELTS if necessary.
- Update the “Extracurricular Activity Form”.
- The counselor, with the assistance of the English teachers will guide students on writing their college essays. The counselor or teacher will give the students feedback.
- Counselor will help students set up accounts with the Common Application, UCAS
- Check for application deadlines for the universities of your choice.
- If students are applying to schools that are not available on the Common Application, UCAS, then they must be sure to learn of the application requirements of the school of their choice.
- Students must request financial aid information from the colleges they are interested in.
- Students research, with the assistance of the college counselor, scholarship opportunities.
- Students **MUST** send their application via UCAS to Oxford or Cambridge, and if they are majoring in medicine, dentistry, and veterinary medicine/science by mid-October.
- Students attend Autumn college fair with the College Counselor or alone.
- Students refine their college list.
- Students must complete their college essays, by having them proofread.
- Recommendation letters request forms distributed to students to fill, and counselor will submit them to teachers.
- Students who are applying early should complete their application and have them mailed or uploaded with their transcripts.

- Students should put in their requests with the appropriate testing center to send all necessary standardized and English language proficiency tests to the schools of their choice.
- Students must confirm with the universities they have applied to that they have received their application and all-important documents.
- If a student receives an early decision response from the university, she must notify the college counselor.
- Students who have already applied and received their response must continue to work hard because a college may call the counselor to request for updated grade.
- Students must send all applications that meet the January deadlines.
- For the Graduation ceremony, students are selected for Valedictorian, Salutatorian, Master of Ceremonies, and Farewell speech givers after first semester grades are published.
- Graduation ceremony speech givers submit their speeches for editing.
- Students must notify the college counselor as university responses come in regardless of the decision is.
- IBDP students send requests for results service to universities and colleges in all countries, except Canada and USA (Deadline May 1).
- Ministry of Education scholarship: eligible students take standardized test and interview.
- Students should notify the colleges they have been accepted to on whether they will be attending.
- Students apply for Ministry of Education Scholarship.
- IBDP students send requests for results service to universities and colleges in Canada and USA (Deadline July 1).
- Graduation Ceremony rehearsals at school and venue.
- Distribution of transcripts, diplomas and other documents attested by the Ministry of Education.

Standardized Tests

PSAT-10

The PSAT, Preliminary SAT, is a test that helps students practice for the SAT Test. Students take the PSAT once in their 10th grade year. The PSAT score report is sent to the student sometime in May-June. The Score Report provides the students and parents with a detailed analysis of the student's performance. It stresses areas where the student needs to focus when taking the SAT later.

The PSAT-10 measures skills and knowledge.

- Learnt at high school
- Necessary to college success

Each test, READING, WRITING AND LANGUAGE, AND Math, assesses the academic skills that you've developed over the years, primarily through your course work. These skills are considered essential for success in high school and college and career.

Reading Test

In the Reading Test, you'll see questions like those asked in a lively, thoughtful, evidence-based discussion.

The Reading Test focuses on the skills and knowledge at the heart of education: the stuff you've been learning in high school, the stuff you'll need to succeed in college. It's about how you take in, think about, and use information.

It's not about how well you memorize facts and definitions, so you won't need to use flashcards or insider tricks or spend all night cramming.

Writing and Language Test

The Writing and Language Test asks you to be an editor and improve passages that were written especially for the test and that include deliberate errors.

It's About the Everyday

When you take the Writing and Language Test, you'll do three things that people do all the time when they write and edit:

1. Read.
2. Find mistakes and weaknesses.
3. Fix them.

It's the practical skills you use to spot and correct problems — the stuff you've been learning in high school and the stuff you'll need to succeed in college — that the test measures.

Math Test

The Math Test covers a range of math practices, with an emphasis on problem solving, modeling, using tools strategically, and using algebraic structure.

Instead of testing you on every math topic there is, the PSAT 10 asks you to use the math that you'll rely on most in all sorts of situations. Questions on the Math Test are designed to mirror the problem solving and modeling you'll do in:

- College math, science, and social science courses
- The jobs that you hold
- Your personal life

The College Board provides students with “My College Quick Start” programme, free of charge, to all students who have taken the PSAT. Students can view their score report on “My College Quick Start” and begin a study plan that is tailored for her based on her performance on the PSAT.

SAT and SAT Subject Test

The Sat and SAT Subject Tests are tools that assess a student's academic readiness for college. Although a student's transcript is the most important factor in the admission process, studies have shown that a student with a high performance on their transcript and SAT score forecasts college success. At SHGS, only some students are required

to take the SAT test and given the option to take the SAT Subject Test if it is an entry requirement for a university.

The SAT Subject Test assesses the student's knowledge in a specific subject area. Students must keep in mind that SAT Subject Tests are not offered on every test date. Students may check with the college counselor or online at sat.collegeboard.org. On the website, students can practice for the SAT and SAT Subject Test online.

TOEFL and IELTS

TOEFL:

The TOEFL is a test that measures one's ability use and understand English at a university level. The test assesses a student's performance in listening, reading, speaking, and writing in English. There are two formats for the TOEFL:

Tofel Ibt, which is taken via the internet and the Tofel PBT which is the paper bases tests.

The test format a student takes depends on the test center and what they have available.

IELTS:

IELTS is the International English Language Testing System that tests language skills - listening, reading, writing, and speaking. The speaking test is a face-to-face interview with an examiner. The test examines one's ability to communicate in English in real life situations. There are two formats available; students will be taking the Academic test format.

Test Registration

PSAT

The college counselor will be administering the PSAT and registration will not be required.

SAT and SAT Subject Test

Students can find the dates and register for the test at: <http://sat.collegeboard.org>

TOEFL

Students can find the dates and register at: <http://www.ets.org/TOEFL/ibt/register/>

IELTS

Students can find the dates and register at: <https://ielts.britishcouncil.org/bahrain>

- Counselor can help student in the registering of SAT, TOEFL and IELTS .

Sending Test Scores

Universities and colleges require students to send their SAT, TOEFL, and IELTS scores directly from the testing organizations. They will not accept scores mailed by the student or the school. Students must log in to their accounts for SAT and TOEFL, and request scores to be sent directly to the university of their choice. For the IELTS, students must make their requests through the British Council.

Researching Colleges and Universities

When researching for colleges and universities, students must do it with an open mind. They must consider that there may be more than one university that could be the right choice for them. The college search process is not a competition. It is about finding the best school for the student. There are several factors a student must consider when researching for the right. The following factors will assist the student in narrowing down their list of choices:

- **Location:** A student must decide on whether she wants to study in her home country or abroad. If she chooses to study abroad, she must consider the culture and language of the country she intends to live in during her college years.
- **Major:** Students need to make sure that the schools they are considering have the major they are interested in studying.
- **Campus Life:** Students may want to consider if students stay on campus on the weekend or if life is centered off campus. They may want to consider how diverse the student body is.
- **International Programs:** Many universities offer a study abroad program where the students' study in another university in a different country for a semester.

- **Finances:** Student must investigate the cost of the education and the cost of living in the country where they will be studying.
- **Accreditation:** the university, college, department, major should be accredited and approved by the ministry of education

Applying to Colleges

Colleges and universities have different admission requirements. Below is list of requirements for universities categorized by region:

BAHRAIN:

High school transcript, Equivalency letter from MoE, TOFEL or IELTTS scores depending on the University.

Predicted IB grades for few Universities, IBDP results for few Universities, personal essays and recommendations letter rarely.

AMERICAN UNIVERSITIES IN THE MIDDLE EAST:

High school transcript, IBDP results, TOFEL or IELTS score, SAT score if required , Personal essays and letter of recommendation.

UNITED KINGDOM AND IRELAND:

High school transcript, Predicted IBDP results, SAT and TOFEL scores, personal statement and recommendation letters.

Letter reference from the College Counselor, interviews, or written exams (for Oxford or Cambridge)

Career related work experience especially when applying for the medical programs.

U.S.A:

High school transcript, Predicted IBDP results, SAT or TOFEL scores, Extra-curricular activities, personal essays, recommendation letters and interviews and SAT subject test (depending on the University)

CANADA:

High school transcript, Predicted IBDP results, SAT and TOFEL scores.

AUSTRALIA:

High school transcript, Predicted IBDP results and SAT and TOEFL scores.

Scholarships:

Crown Prince's International Program :

The Crown Prince's International Scholarship Program (CPISP) provides Bahraini students with the opportunity to study abroad at international universities and colleges. Each year, the CPISP offers ten scholarships. It is an all-expenses paid scholarship, including travel and living. The following are the requirements:

- Students must have Bahraini citizenship.
- Students have to be enrolled in the 11th grade
- A cumulative grade of 97% or above for grades 10 and first semester of grade 11

The deadline for submitting the application will be in February or March of the 11th grade academic year.

The Scholarship Office of the Crown Prince Court will announce the exact date on their website; <http://www.cpisp.bh>.

Ministry of Education Scholarship

The Ministry of Education provides Bahraini students a scholarship for universities in Bahrain or abroad. At the end of the 1st semester of the senior's year, the ministry asks for the cumulative grades. If eligible, students are invited to take a standardized test and conduct an interview. At the end of the graduate school year, the student is provided with a username and password from the ministry to register for the scholarship.

The following are the requirements:

- Students must have Bahraini citizenship
- A cumulative grade of 90% for the grades 10 to 12