



The International Section

The International Programs Department of Coordination

Educational & Career

Counseling

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Educational Counseling

Introduction:

It is our duty to provide students with the best educational counseling service which can lead for better future. Therefore, our job is fully aligned with school vision and mission.

Our job duties, tasks and responsibilities are summarized as follow:

- 1)** Counsel students regarding educational issues such as course and program selections (British & American), school adjustment, study habits, and career planning.
- 2)** Counsel individuals to help them understand and overcome personal and social problems affecting their educational. Individual study plan has been offered, distributed and collected as a guide line.
- 3)** Maintain accurate and complete student records as required by the ministry of education regulations. Behavior, teachers' notes and academic reports are documented and located at head of department office, upon requested.
- 4)** Discuss with parents or guardians, teachers, previous school counselors, and administrators to resolve students' academic issues.
- 5)** Provide educational alternative plans when difficult situations occur.
- 6)** Meet with parents and guardians to discuss individual (Student) progress, and to provide academic program solution(s), options and choices according to each student needs and expectations.
- 7)** Counsel students regarding requirements needed to attend local and abroad universities.

8) Provide educational assistance regarding applying to colleges and universities, such as unified admission unit online and Common Application websites.

9) Provide students and parents with the latest updated information regarding Jordanian high school equivalency rules, regulations and procedures which is essential to attend local universities.

Educational Counselor vs. Students Activities Follow Up

Key Word/ Statement	Activity	Description
1) Counsel students regarding educational issues	<p>A yearly meeting has been designed and implemented to grade 8th in which a decision must be made regarding selecting future program” American & British”.</p> <p>Individual student study plan is designed and filled by students reflects future career planning.</p>	<p>This activity is planned and organized through Dept. 7-10.</p> <p>School administration does adjust and decides on number of students vs. selected program chosen regarding classes opened, teachers hired.</p> <p>Sample of individual student study plan</p>
2) Counsel individuals	<p>One on one individual educational and personal counseling in which individual student study plan introduced and implemented. We have different nationalities, especially from the Arab peninsula.</p>	<p>We have good number of students who have different nationalities. Each one has different interest about his/ her future career planning</p>

3) Maintain accurate and complete student records	Upon request, a complete student record is located at head of department. It can be very useful to decide on future career planning	Maintain accurate and complete student records as required by the ministry of education regulations. Behavior, teachers' notes and academic reports are documented and located at head of department office, upon requested.
4) Various Discussions with	<p>Educational student issues can be solved with the cooperation of direct contact of his/her parent, teachers or others.</p> <p>A requested meeting with teachers regarding a student academic issue can be held at the head of department office.</p>	Head of departments has documented files regarding Teacher- Parents meetings
5) Provide educational alternative plans	<p>Few students face program difficulty regarding adjusting and passing. We do offer alternative subjects or supplementary program.</p> <p>We advise our students in the selection of external exam subjects selected.</p>	<p>Supplementary programs usually are done by switching from The British programme to The American Program.</p> <p>We provide our students with a wider range of subject selection.</p>
6) Meet with parents and guardians to discuss individual (Student) progress	Parents and guardians are welcomed at the coordination office to discuss student progress. This is done with the fully cooperation of head of departments personal.	Head of departments have a very comprehensive student reports (Academic and nonacademic behaviors) that assist to evaluate student progress.

7) Counsel students- Local and Abroad Universities needs and requirements	Information, rules and regulations regarding attending local universities are available to students and parents. We do assist students who are interested to study abroad in advice, referable websites, and students' services offices...etc.	We do provide students and parents with student- Parents International Programs Guide. Useful websites such as; Common application, ministry of higher education, certified student services agencies
8) Provide educational assistance regarding applying to colleges and universities	Most of our students are divided into two groups; students, who want to continue their bachelor degree in Jordan, or seeking and applying to abroad universities	Provide educational assistance regarding applying to colleges and universities, such as unified admission unit online and Common Application websites.
9) Provide students and parents with the latest updated information regarding	Inform students with the latest updated information regarding high school equivalency rules and regulations completion	Class visits are designed to inform students. On other hand. Parents are inform through students o, text messages or meetings done in school(Individual Meetings)

Career Counseling

The goal of Career Counseling is to not only help you make the decisions you need to make now, but to give you the knowledge and skills you need to make future career and life decisions.

Therefore, as a career counselor, I will:

Be someone for you to talk to about your thoughts, ideas, feelings, and concerns about your career and educational choices, which will help you sort out, organize, and make sense of your thoughts and feelings. And help you locate resources and sources of career information.

Who needs Career Counseling?

Since career development is a lifelong process, Career Counseling can be appropriate for anyone the earlier you get started making intentional decisions about your future, the better prepared you will be!

Useful Websites:

Search and seek consultation regarding future career.

<http://www.bls.gov/k12/content/students/careers/career-exploration.htm>

<http://www.about.com/careers/>

<http://www.careercounselingjobs.org/>

<http://www.businessinsider.com/highest-paying-jobs-in-america-2017-3>

From google ,type “highest paid jobs in Jordan”

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High School Educational Counselor Study Plan

Grade	Recommended Task	Task Recommendation	Note & Comment – Useful Website
Grade 8	Decide on one educational program	Compare, search, consult and Decide on one educational program that meets your needs and expectations	Head of department 7-10 conduct a primary check on number of student vs. program choice. www.cie.org.uk www.collegeboard.org www.khanacademy.org www.moe.gov.jo
Grade 10 American Program	PSAT	PSAT is a standardized test administered by the College Board and cosponsored by the National Merit Scholarship Corporation (NMSC) in the United States	It is recommended to be taken for two reasons; Res#1: It cosponsored by the National Merit Scholarship Corporation. Res#2: Self- evaluation test reflects student’s readiness for upcoming external exams. https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10 www.khanacademy.org
Grade 10 British Programme	O- Level IGCSE External Exams	Students register and attend O-Level external exam	It is part of their high school Ministry of Education Equivalency completion rule. Students choose total of 5 subjects, plus Arabic language for Arab national students only. www.moe.gov.jo www.britishcouncil.jo

<p>Grade 11 American Program</p>	<p>Full and complete study plan</p>	<p>Students are requested to fill and complete a student study plan</p>	<p>Student study plan is requested to be filled out aligned with students' needs and expectation, complying with Jordan Ministry of Education equivalency high school rule completion.</p> <p>We advise students, with a desire of studying abroad, search and seek consulting regarding universities rules of acceptance.</p> <p>http://www.mohe.gov.jo www.moe.gov.jo www.khanacademy.org www.collegeboard.org http://www.commonapp.org http://www.bls.gov/k12/content/students/careers/career-exploration.htm</p>
<p>Grade 11 & 12 British Programme</p>	<p>Decide on their external exam subjects For years 11th and 12 As & A2</p>	<p>British programme students, with the cooperation and assistance of their teachers, need to decide on their external exam subjects.</p>	<p>Grade 11- As, and grade 12A2- students register and attend external exams according their needs and expectation. At the same time complying with Jordan Ministry of Education high school equivalency rules and regulations.</p> <p>http://www.mohe.gov.jo www.moe.gov.jo www.ucas.com www.britishcouncil.jo http://www.canadianuniversities.net/Universities/index.html http://www.eunicas.co.uk/ http://www.bls.gov/k12/content/students/careers/career-exploration.htm</p>

<p>Grade 12 American Program</p>	<p>Continue and prepare plans regarding university choices (Local or Abroad) and major desired.</p>	<p>Students continue attending external exams- new test or improving scores. Meanwhile complete university application</p>	<p>Students are requested to complete external exams, complying with Jordan Ministry of Education. On the other hand, students are requested to search, seek consultation and complete requested abroad universities forms.</p> <p>http://www.mohe.gov.jo www.collegeboard.org http://www.commonapp.org http://www.eunicas.co.uk/ http://www.canadian-universities.net/Universities/index.html http://www.bls.gov/k12/content/students/careers/career-exploration.htm</p>
<p>Grade 12 British Programme</p>	<p>Continue and prepare plans regarding university choices (Local or Abroad) and major desired.</p>	<p>Students continue attending external exams- new test or improving scores. Meanwhile complete university application</p>	<p>Students are requested to complete external exams, complying with Jordan Ministry of Education. On the other hand, students are requested to search, seek consultation and complete requested abroad universities forms.</p> <p>http://www.mohe.gov.jo www.collegeboard.org http://www.commonapp.org http://www.eunicas.co.uk/ http://www.canadian-universities.net/Universities/index.html http://www.bls.gov/k12/content/students/careers/career-exploration.htm</p>

Oxford Schools

The International Section

Parent- Student American Program Guide

Oxford Schools, The International Section is fully accredited by AdvancEd and Accreditation International - United States of America. Therefore, The International Section- The American Program is fully certified international school adopting the College Board curriculum, teaching methodology, registering and preparing students for their international College board examinations. College Board examinations are; SAT and SAT Subjects. Students are granted “International High School Diploma” upon the completion of twelve school years successfully.

U.S Exam	Grade	Exam Subject/ Material	Exam date
SAT	Grades 9 th -10 th - 11 th - 12	Math and English	Oct- Nov- Dec- Jan- May and June
SAT Subjects	Grades 9th -10th- 11th - 12	Math 1- Math 2- Physics- Chemistry- Biology- American History- World History and American Literature	Oct- Nov- Dec- Jan- May and June

Useful Website: Regarding subject format and content, exam dates and deadlines and subject practice

www.collegeboard.org

www.khanacademy.org

American Program Equivalency Rules, Choices & Options

American Program students do have more than one option and choice in order to obtain The International High School Diploma Equivalency “Jordanian Tawjihi Diploma”. This is a mandatory educational requirement for all students who plan to attend a Jordanian university (Private or Public) or expect to work in Jordan’s public or private sector after graduation from university abroad. In order to obtain equivalency, students must fulfill all graduation requirements of providing The Jordanian Ministry of Education a proof that they have completed 12 years of schooling (The last Three schooling Final Year Reports Required –Grades 10th , 11th and 12).

Exam Subject Choice & Option

SAT Subject

Option One

Students must complete total of SEVEN SAT Subject tests, Languages are included, with scores of at least 450 on each SAT Subject test.

To obtain equivalency in the Tawjihi science stream, students must pass THREE SAT II science subjects, and SAT Subject Math 1 or Math 2 is one of the three science subjects selected. Math 1 and Math2 are considered two subjects.

Option Two

Students, who speak, comprehend and write Arabic- level B and above, must complete Four SAT Subjects, Languages are included,

(Tawjihi science stream) with select options of choosing three exams in Arabic:

1. Religion- Islamic Studies “Tawjihi Syllabus”
2. Arabic Language (Tawjihi Syllabus Exam” Both Levels” or British Programme A- level Arabic Advanced Exam)

3. General Culture “Tawjihi Syllabus” both levels (Jordan History)

Option Three

Students must complete SEVEN SAT Subjects exams, Tawjihi science stream, with a score of at least 450 on each exam.

- Three science SAT Subjects

- Any Four SAT Subjects including; languages, exams in Arabic or/ and an option of AP Art

Note:

- To calculate the Tawjihi equivalency GPA, the Ministry of Education will combine Grade 12(Only) final year GPA and seven subjects' results scores.
- High School Equivalency Procedures, Steps and Required Documents;

Step Number	Required Document	Procedure	Note
Step 1	High school Diploma and Grades 10 th , 11 th and 12 school final year reports	Officially stamped at the private “ministry of Education” sector office- Jabal Al Hussian- Al Mamoneia Circle	Phone Number:06-462-9116 06-560-7181 www.moe.gov.jo
Step 2	A print out copy of SAT Subjects scores (AP Art score if it has	Submit documents, Step1 + 2 to Amideast office	Phone Number: 06-592-9994 www.amideast.org/jordan

	been taken)- College Board Student Account		
Step 3	A print out copy of the British programme- Arabic exam- statement of result (If the exam has been taken)	Officially stamped at The British Council located between the First and Second Circles	Phone Number: 06-463-6147 www.britishcouncil.jo
Step 4	A print out copy(ies) of M of E exam result(s) – Arabic Language- Religion “Islamic Studies”- General Education “Jordan History” (If any has been taken)	Officially stamped at The Examination and Equivalency office- Jabal Al Wabdeh- near The Jordanian Ministry of Education- Al Abdally	Phone Number: 06- 462-4816 www.moe.gov.jo
Step 5	All documents steps 1-4 (Steps vary according to exams taken)	Submit documents to The Equivalency Office- Jabal Al Wabdeh- near The Jordanian Ministry of Education- Al Abdally	An official High School Equivalency Diploma will be issued with a GPA which can be used to attend Jordanian Universities (Private and Public)

- SAT 1 is not recognized (Mandatory) by M of E as part of the Tawjihi equivalency high school diploma.
- SAT 1 is considered an essential acceptance university evaluation exam worldwide (In most countries). Exam total score acceptance varies.
- College Board- SAT subjects languages are available at The College Board website- www.collegeboard.org
- For admitting Jordanian universities- Public “Governmental”, check Ministry of Higher education and Scientific Research website- Unified Admitting unit- at www.mohe.gov.jo regarding acceptance procedures, rules and conditions.
- Students who have admitted The British Programme Arabic Language exam, and have not received their statement of result, yet. Statement of result is usually release after ‘Unified Admitting Unit” official day begins. Students can still apply online using their predicated total GPA. They need to provide M of H Education, later on, their original Tawjihi equivalency high school diploma within time period agreed on by the of H Education. For further assistance and more knowledge about the” Unified Admitting Unit” program, visit its website at www.admhec.gov.jo

- There are 10 public and 19 private universities in Jordan. For further assistance regarding majors, rules of acceptance, contact phone numbers and official webs, check their list at www.mohe.gov.jo

Jordanian Tawjihi Equivalency

The British Programme

To achieve the equivalency of the High school Diploma, The British Programme, here are options and choices for both levels, O-level and the A-level:

1. Students should provide the Ministry of Education (M of E) with a proof that they have completed 12 years of schooling. Students must fulfill all graduation requirements of providing The Jordanian Ministry of Education a proof that they have completed 12 years of schooling (The last Three schooling Final Year Reports Required –Grades 10th , 11th and 12).
2. Student must pass at least six O-levels and/or IGCSE/GCSE subjects, and two A-level subjects.
3. Passing grades are as follows:
 - O-level/IGCSE/GCSE: A, B, C and D
 - A-level/AS: A, B, C, D, and E.
4. For the Arab student one of the eight subjects should be Arabic language at either the O-level/
IGCSE/GCSE or A-level
5. To gain Tawjihi equivalency with the scientific stream, the following is required:
 - Six pass in O-level/IGCSE/GCSE exams including:
 - Two pass in exams of the sciences

- One passes in Arabic
 - Two passes in A-level
 - One full A-level in mathematics or in physics
- the other A-level may be a full A-Level in science subject or an AS/A2 in any science subject or two AS's in two Science subjects.

6. To gain Tawjihi equivalency with the literary stream, the following is required:

- Six pass in O-level/IGCSE/GCSE exams including:
 - One passes in Mathematics
 - One passes in Computer Studies or Information Technology.
- Two pass in A-level
 - One full A-level must be in Arabic
 - The other A-level may be an AS/A2 in any literary subject or
 - Two AS's in any two literary subjects or
 - One AS in a literary subject and one AS in a scientific subject.

7. At the advanced level Computing is considered as science subject. At the ordinary level Computer Studies and Information Technology are considered as science subjects.

8. Co-ordinated Science: For the Tawjihi equivalency purposes, the M of E has agreed to equate the Co-ordinated Science as two subjects. Students sitting for Co-ordinated Science should not sit for the individual science subjects exams (i.e. Biology, Chemistry and Physic) as they will not be considered as additional subjects.

9. AS levels: The M of E has agreed that two AS subjects are equivalent to one A level for Tawjihi equivalency purposes. To receive an equivalency for a science subject the two AS subjects, should be science subjects (i.e. AS Biology + AS Chemistry). If one AS is a science subject

and the other is a literary subject (i.e. AS Math. + AS Arabic) then it equals one A level towards the literary stream. The student should check with the university they are applying to whether they require a full A level or not.

10. The M of E will consider the same subject in two levels as two separate subjects (O-level/IGCSE/GCSE Biology and A level Biology).

11. The candidate may re-sit the exam as many times as he/she needs before obtaining the equivalency. If the student wants to re-sit a subject after obtaining the equivalency in order to improve his/her grade point average then the student has to re-sit all eight subjects.

12. School grades are not included, added or part of The High School British Programme Equivalency Diploma.

Note:

•To calculate the Tawjihi equivalency GPA, the Ministry of Education will calculate Five O- Level subjects, Arabic Language subject (Arab National Students ONLY) and cash-in- total Two A- Level exam subject results. School final year Grade 12 GPA is not included in calculation of Tawjihi high school equivalency GPA diploma.

•High School Equivalency Procedures, Steps and Required Documents;

Step	Required Document	Procedure	Note
Step 1	High school Diploma and Grades 10th, 11th and 12 school final year reports	Officially stamped at the private “ministry of Education” sector office- Jabal Al Hussian- Al Mamoneia Circle	Phone Number: 06-462-9116 06-560-7181 www.moe.gov.jo

Step 2	copies of result of Five O- Level IGCSE Cambridge Examination subjects, Arabic Language Exam result (Arab National Students ONLY) and Two A- Level subjects	Officially stamped at The British Council located between the First and Second Circles	Phone Number: 06-463-6147 www.britishcouncil.jo
Step 3	Step 1 and 2 are required	Submit documents to The Equivalency Office- Jabal Al Wabdeh- near The Jordanian Ministry of Education- Al Abdally	An official High School Equivalency Diploma will be issued with a GPA which can be used to attend Jordanian Universities (Private and Public)

- For admitting Jordanian universities- Public “Governmental”, check Ministry of Higher education and Scientific Research website- Unified Admitting unit- at www.mohe.gov.jo regarding acceptance procedures, rules and conditions.
- Students who have admitted The British Programme examinations, and have not received their statement of result, yet. Statement of result is usually release after ‘Unified Admitting Unit” official day begins. Students can still apply online using their predicated total GPA. They need to provide M of H Education, later on, their original Tawjihi equivalency high school diploma within time period agreed on by the of H Education. For further assistance and more knowledge about the” Unified Admitting Unit” program, visit its website at www.admhec.gov.jo
- There are 10 public and 19 private universities in Jordan. For further assistance regarding majors, rules of acceptance, contact phone numbers and official webs, check their list at www.mohe.gov.jo

Here, at Oxford Schools, we do wish our students a very productive and successful school year. For further assistance please, don’t hesitate to contact us at info@oxfordschools.edu.jo or visit our school website at www.oxfordschools.edu.jo

The International Programs Department Coordinator

Mr. Usamah esah

uesah@oxfordschools.edu.jo

079-783-3639