

Evaluation submission guidelines

Middle Years Programme - IB Americas

The documentation required for programme evaluation must be submitted via the [IB Docs](http://ibdocs.ibo.org) website (<http://ibdocs.ibo.org/iba>). Each authorized school will have an account which will be used throughout the evaluation process. The site is an online repository for all the documents required for programme evaluation, which eliminates the need to send documents via post or email. Accounts are created several months in advance of the submission deadline.

The *Guide to programme evaluation and self-study questionnaire* is available in Word format on the OCC (<http://occ.ibo.org>). You may also refer to the introductory pages of this document for further details about the overall process.

For additional assistance or information, please contact [IB Answers](#).

Accessing IB Docs

- Browse to the following URL address: <http://ibdocs.ibo.org/iba>.
- Select your preferred language using the drop-down menu.
- Enter the account username and password. The password must be changed upon first accessing the system by going to “My Data” on the left-hand side menu.

Uploading the self-study questionnaire

1. For each required document, click the “Browse” button to locate and select the document you wish to upload. The document will now appear in the field next to the “Browse” button.
 2. Click the “Publish” button to confirm and save your uploaded document. This must be done individually for each document you wish you upload.
 3. The other items listed on your account page are supporting documents required to accompany the application document.
 4. Once you have uploaded the self-study questionnaire and all supporting documents, click the “Finish” button at the bottom.
- Only one document can be uploaded per section. A ZIP file can be uploaded when multiple documents are necessary for a particular requirement.
 - All documents must be in one of the following common formats: .doc, .docx, .xls, .xlsx, .pdf, .zip.
 - Please be as specific as possible when naming your documents so that the application reviewers will know what it is based on its title. For example: *ABC Elementary School – Action Plan.doc*, *ABC Elementary School – School Organization Chart.pdf*

List of supporting documents to be submitted for programme evaluation

The documents listed below must be submitted via the IB Docs platform along with the completed self-study questionnaire:

Self-study process

- A description of the self-study process implemented in the school, including
 - timeline
 - means used to gather feedback from different stakeholders
 - meeting schedule for the self-study
 - the school-developed descriptors for assessing the practices

Philosophy

- School brochure and promotional literature produced by the school concerning the implementation of the MYP and information about the school's MYP curriculum
 - * *For partnerships only: Each partner school submits its own literature*

Organization

- School organization chart showing the MYP pedagogical leadership team situation (including the MYP coordinator and any other positions of responsibility with regard to the MYP) and reporting lines
 - * *For partnerships only: Each partner school submits its own literature.*
- Job description of the MYP coordinator, including all additional responsibilities besides the MYP coordination. Indicate the percentage of the coordinator's weekly schedule that is devoted to complying with the coordination responsibilities
- Language policy
- Assessment policy
- Academic honesty policy
- Special educational needs policy
- Full MYP class schedules. Include one per MYP year, with clear identification of subjects and duration of class periods
 - * *For partnerships only: Each school submits its own class schedule related to the MYP years that each implements.*
- **For partnerships only:** Description of the structures and meetings that have been created/implemented across the partner schools and across all years of the programme to ensure the

continuity of the curriculum and the consolidation of the MYP as one programme across the schools

Curriculum

- Subject-specific vertical planner for each subject. This should:
 - demonstrate how the school has aligned the subject content with the MYP objectives;
 - identify the content that is taught in each year of the programme in order to meet the MYP objectives (approximately two pages per subject).
- Student learning expectations for each area of interaction to show progression through the MYP years
- Horizontal planning of approaches to learning (ATL)
- One unit of work for each subject according to the MYP unit planning process, preferably from different year levels
- One unit of work derived from interdisciplinary planning
- Report card formats used by the school
** For partnerships only: Each partner school submits its own report card formats.*
- A description of how the exhibition is organized and managed in the school, to include:
 - the structures in place to ensure coordination of the project
 - a description of how students and mentors are briefed
 - the process for standardization of assessment
 - the time line for completion of the personal project
 - a list of the current or previous year's personal projects, indicating the type of projects involved

Documentation to be available at the school at the time of the evaluation visit

- Samples of student-assessed work covering the MYP criteria for each subject, preferably from different year levels (four samples per subject should normally be sufficient)
- Further samples of unit plans for each subject from different year levels (three samples per subject is sufficient)
- Samples of developmental workbooks for the arts (four samples that include different years of the programme is sufficient)
- Samples of student reflection on service involvement (four samples that include different years of the programme is sufficient)
- Samples of personal projects, if applicable (four samples is sufficient)