

# Evaluation submission guidelines

## *Primary 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 PYP

### Organization

- School organization chart showing the PYP pedagogical leadership team situation (including the PYP coordinator) and reporting lines
- Job description of the PYP coordinator, including all additional responsibilities besides the PYP coordination. Indicate the percentage of the coordinator's weekly schedule that is devoted to complying with the coordination responsibilities
- Job description of the primary school principal
- Language policy
- Assessment policy
- Special educational needs policy
- Sample class schedules (include one per year/grade level)

### Curriculum

- PYP programme of inquiry
- Three completed unit planners (stages 1-9) for each year/grade level)
- Examples of school reports to parents from three different grade levels

- A description of how the exhibition is organized and managed in the school, to include:
  - the structure in place to ensure coordination of the exhibition
  - a description of how students and mentors are briefed
  - the process for assessment
  - a description of the previous year's exhibition, indicating the type of projects involved

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

- Samples of work completed by students (this should be student work that indicates the process of/progress in learning, includes teacher feedback and student reflection and self assessment, and reflects learning within and outside of the transdisciplinary programme)
- A current version of the school's programme of inquiry
- Updated and newly developed transdisciplinary units of inquiry for each year/grade level
- Unit planners for each year/grade level from outside the programme of inquiry
- Subject-specific scope and sequence documents
- Samples of completed report cards from each year/grade level
- Any policies/essentials agreements regarding the implementation of the programme the school may have adopted or developed, if appropriate
- Samples of exhibition portfolios (four samples is sufficient)