

Contacting Visiting Teams for an Evaluation Visit in Australasia

The initial contact with a visiting team is an important stage of any evaluation visit. I have received a volume of questions about this phase. As a result, I've shared some general guidelines supporting successful communication for an evaluation visit. Should you have any questions, please do contact me directly via email or phone - +610439935599. I am happy to organise a Zoom meeting to discuss your specific evaluation and offer any support I can. In addition, a weekly Zoom meeting is held each Monday morning at 10am (Melbourne time). In this forum, stakeholders (school leaders, programme coordinators, teachers) can ask questions, raise concerns, highlight context or challenges, share practice, experience or ideas about evaluation, or other IB matters. I have copied the Zoom link below.

Steven Wishart is inviting you to a scheduled Zoom meeting.

Topic: Steven Wishart's Zoom Meeting - Australasian Portfolio Meeting (Touch base Zoom).

Time: This is a recurring meeting Meet anytime (Meetings each Monday morning 10am).

Join Zoom Meeting

<https://zoom.us/j/95716085345?pwd=Q1RaYVBnSnVTbjhRUGptRnJVQXIEQT09>

Meeting ID: 957 1608 5345

Passcode: 598003



The following points support initial communication with the visiting team. The School Delivery team will share names and email addresses of the visiting team. Usually, contact details are shared between 6-4 weeks prior to evaluation. Please be aware that there are some additional challenges faced with assigning IBEs in the current environment (2021). These challenges may in some cases, delay the appointment of IBEs for evaluation visits. You may contact iben.global@ibo.org to ask about the progress of appointments to evaluation events. Once received, draft an initial communication.

- Introduce yourself and your team
- Highlight school context
- Share links to video and/or photos supporting school context
- Share any challenges faced over the previous evaluation period. How have these been addressed?
- Summarise the self-study process undertaken.
- Share what your school wish to gain out of the evaluation process. What factors would indicate a successful process?
- Briefly outline Programme Development Plans engaged (PSP2020) throughout the evaluation cycle.
- Highlight key school contacts
- Invite the team to ask any further questions. Set the tone for a collaborative process.

Where an evaluation is a remote visit, organise a time for a pre visit Zoom. Please do feel free to invite me to attend. This meeting serves to introduce all parties and set the tone for the evaluation. Often school teams realise the good intentions of IBEs and this supports a more open and collaborative evaluation process. Once we return to face to face evaluations, I will still be available to meet with schools and visiting teams via Zoom prior to the visit.