



The Evaluation Process (2020 Standards & Practices)

Dear all,

I have attached some guidance and resources supporting the evaluation process for schools in the Australasian/South East Asian portfolio. My name is Steve Wishart. I am the IB World Schools Manager and your first point of call for questions, guidance or concerns. Please do feel free to contact me directly if you'd like to discuss evaluation or any other matter pertaining to IB programme implementation within your local context. My role is to support and serve as an advocate for the portfolio. You can contact me directly by email –

steven.wishart@ibo.org or phone +61 0439935599. I am more than happy to organise a Zoom meeting with you. Please share preferred dates early so that I can fit meetings within my schedule. I generally have several Zoom meetings per day. You may also contact me via Programme Communities or Heads Engage via MyIB. Please make yourself aware of the various groups available for Australasian educators on MyIB platforms. In Heads Engage, there are Regional, National and State based groups set up for Principals. On Programme Communities, each programme network is represented, along with IB Schools Australasia and specialist groups. There are also groups set up to support schools in the evaluation process. Please make sure your staff connect with Programme Communities and relevant groups. I also host a weekly Zoom meeting, each Monday morning at 10am (Melbourne time) to discuss evaluation and other matters with stakeholders. The meeting is very informal, allowing educators an opportunity to share progress, ask questions and raise any concerns with regard to evaluation or other matters. If you are available, please do feel free to join in. The link is posted in Programme Communities. I have also posted the recurring link below.



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

Join Zoom Meeting

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

Meeting ID: 957 1608 5345

Passcode: 598003

This resource includes information and materials to help schools in their process of investigation, action and reflection in relation to the **EVALUATION OF THE PROGRAM (S)** through the following steps:

- Preparation for the evaluation
- Preparing for the preliminary review
- Carrying out the self-assessment
- Program development planning
- Preparation for the assessment visit (if applicable)

The Evaluation of IB Programmes

The evaluation of IB programs is based on the premise that IB programmes, when implemented with fidelity, achieve results that ultimately lead to compliance with the IB mission statement. The main objective of the evaluation of IB programs is to help schools continuously develop their capacity to implement IB programs, in order to have a greater effect on student outcomes through the development of teaching practices and leadership.

The evaluation of the IB programme(s) engages the school in a process of reflection that leads to a deeper understanding of both the aspects of the program that are being implemented effectively and the aspects that need further development. Such an assessment helps the school - as a learning community - to develop its ability to work deliberately and strategically to develop the IB programme(s) and enables the leadership team and teachers to better direct their efforts and resources. The evaluation of the IB programme(s) represents an opportunity for schools to receive meaningful and context-appropriate feedback and support on the development of the school's IB programs.

Dates and Calendar for the Evaluation Process

Schools are evaluated every five years after authorization. Usually the self - assessment process is carried out over 12 months, however, schools can complete this process in less time, where appropriate in context. The IB communicates the dates of the programme evaluation to schools between 15 and 18 months before the beginning of the evaluation year and the school sets deadlines for the self-evaluation process and for completing the self-evaluation questionnaire and for scheduling the visit of evaluation, if applicable. Schools have an opportunity to nominate via online form, preferred dates for preliminary review, self-evaluation questionnaire and evaluation visit. Generally, the delivery date for the self-evaluation questionnaire, determines the deadlines for sending documentation for preliminary review and the evaluation visit (if applicable).

The following information is a sample. This is sent by the School Delivery team to support schools in planning for dates: The *Guide to programme evaluation (for use from September 2020)* has been designed to support the school's readiness and offers more flexibility on each programme's submission deadlines. Schools undertaking the 2020 programme evaluation process must submit their preliminary review documentation (programme-specific documents and school information) prior to the self-study questionnaire submission deadline. The list of required documents for preliminary review submission can be found in **Appendix 1: Documentation for preliminary review** located in the *Guide to programme evaluation (for use from September 2020)*. The chart below can help you select your self-study submission deadline within your evaluation academic year having in mind your school breaks. This date will inform your school's preliminary review documentation submission deadline and evaluation visit windows.

Preliminary review document submission deadline	Self-study questionnaire* submission deadline	Evaluation visit window (CHOOSE 3 DATES WITH 3 DIFFERENT MONTHS – LOOK HORIZONTAL FOR SSQ SUBMISSION DEADLINE)	
15Oct 2021	1 Jan 2022	15 Feb 2022	- 15 May 2022
15Nov 2021	1 Feb 2022	15 Mar 2022	- 15 Jun 2022
15Dec 2021	1 Mar 2022	15 Apr 2022	- 15 Jul 2022
15Jan 2022	1 Apr 2022	15 May 2022	- 15 Aug 2022
15Feb 2022	1 May 2022	15 Jun 2022	- 15 Sep 2022
15Mar 2022	1 Jun 2022	15 Jul 2022	- 15 Oct 2022
15Apr 2022	1 Jul 2022	15 Aug 2022	- 15 Nov 2022
15May 2022	1 Aug 2022	15 Sep 2022	- 15 Dec 2022
15Jun 2022	1 Sep 2022	15 Oct 2022	- 15 Jan 2023
15Jul 2022	1 Oct 2022	15 Nov 2022	- 15 Feb 2023
15Aug 2022	1 Nov 2022	15 Dec 2022	- 15 Mar 2023
15Sep 2022	1 Dec 2022	15 Jan 2023	- 15 Apr 2023

*** The self-study questionnaire includes Part 1: self-assessment and Part 2: the programme development plan. We kindly ask you to indicate your selected self-study questionnaire deadline and three tentative visit dates within the aligned evaluation visit window, [using this online form](#).**

Please note the following:

1. The self-study questionnaire deadline (1st of any month), must fall within the school's programme evaluation academic year.
2. The length of the evaluation visit will depend on the number of programmes, size of school and whether the visit is remote or onsite. The school should reference their academic calendar and be reminded the visit dates should not overlap with other major school events, such as mandated testing.

The IB aims to confirm the evaluation visit dates as soon as possible. Official confirmation of the dates will be sent to your school 3 weeks to 3 months, prior to the evaluation visit. The confirmation timeline depends on a variety of factors that can impact the logistics of the visit, such as visa requirements for the members of the visiting team.

Programme evaluation:

Programme evaluation is a service the IB provides to all schools every five years. Programme evaluation is one aspect of the continuous cycle of inquiry, action and reflection schools engage in to develop their programmes. Please review the [Guide to programme evaluation \(for use from September 2020\)](#), [Self-study questionnaire \(for use during programme evaluation from September 2020\)](#), [preliminary review templates](#) and [2020 Programme evaluation frequently asked questions \(FAQs\)](#) for important information about the process. The guide and other programme evaluation resources can be found in the 'view all resources' via the Programme Resource Centre and is accessible via your MyIB access.

Programme evaluation submission

The completion of the programme evaluation process may take up to 12 months. Your school will submit the preliminary review documentation, and the self-study questionnaire, which includes the self-assessment and programme development plan, via the online IB Concierge platform. IB Concierge is being updated to reflect the 2020 programme evaluation process and schools will be granted access once the system updates have been completed. In the interim, please compile your documentation offline. It may be helpful to organize the files in a local folder on your computer to ensure the files will be ready for upload when you receive IB Concierge access.

Multiple programme schools

If your school is authorized to teach more than one IB programme and would like to schedule the evaluation visits for all programmes on the same dates, please indicate this on the online form as your preference. The evaluation visit for schools offering only the CP and DP are always scheduled together.

Synchronized visits

Please write to School Delivery at schooldelivery@ibo.org to request a synchronised evaluation visit with one of our partner accreditation agencies, CIS, WASC or NEASC.

Questions

If you have programme-specific or general programme evaluation questions, please contact your IBWS manager copied in this email. If you have questions about scheduling the visit or planning logistics, please contact schooldelivery@ibo.org.

Starting the Programme Evaluation Process

To begin the program evaluation process, the school must ensure that all stakeholders know and develop a common understanding of the new Framework of **Standards for the implementation of specific programs and applications (2020)**. The IB has developed a set of introductory materials that can be used to develop an understanding of the Standards and specific applications. These materials allow to support schools in the transition to the 2020 version of the Standards for the implementation of specific programs and applications. They contain an overview of the specific standards and applications, and information on how to implement them in your school and use them in planning program development.

<https://ibo.org/professional-development/free-learning/free-online-pd-resources/>

<https://ibo.org/professional-development/free-learning/cross-programme-pd-resources/>

<https://ibo.org/professional-development/free-learning/what-is-an-ib-education-workshops/>

<https://www.ibo.org/es/digital-toolkit/videos/>

<https://www.ibo.org/es/digital-toolkit/brochures-flyers-and-posters/>



Please reference the following frequently asked questions document prior to commencing the evaluation process to support your understanding.

https://resources.ibo.org/data/g_0_iboxx_faq_2004_2_e.pdf

Please access the resources on the Programme Resource Centre to further assist with your evaluation planning. An initial step may be for stakeholders to examine and highlight the resources available.

1. Go to MyIB
2. Click the Programme Resource Centre tile
3. Scroll down the page to the “Implementation” section
4. Search the resources under the 2020 standards and practices section

The IB Evaluation Process is divided into four components.

1. The Preliminary Review
2. The Self – Assessment Process
3. The Visit (PYP, MYP and some DP schools) or Reading for DP schools
4. The Report of Evaluation

It is vital that schools with a scheduled 2022, 23 or 24 evaluation visit, examine and implement the Development Plan Process.

<https://pds.ibo.org/guidance-for-programme-development-planning-for-evaluation/#/> Please refer to the link provided for free Nano PD supporting the Development Plan process.

Further information supporting IB philosophy and current context may be found via the IB Voices Podcast.

<https://open.spotify.com/show/6xLZa14jRad9K5KV5JtsxC> These may provide insights into discussions that may support Programme Development Planning.

I hope these links and resources are of some support. I will continue to develop materials to share which support schools in the evaluation process.