



For all enquiries relating to evaluation, please contact:

Steve Wishart - IB World Schools Manager – Australasia/ Asia

steven.wishart@ibo.org +61 0439935599

Please feel free to contact me directly to schedule a Zoom meeting. I am happy to support with matters relating to evaluation, networks, IB Schools Australasia, IB general questions, issues or concerns. Let me know how I can advocate for IB World Schools within the portfolio. Join our weekly Monday morning Zoom chat – 10am (Melbourne time). Join Zoom Meeting
<https://zoom.us/j/95716085345?pwd=Q1RaYVBNsnVTbjhRUGptRnJVQXIEQT09>
Meeting ID: 957 1608 5345
Passcode: 598003

Tips and strategies for Remote Evaluation

Dear all,

Given the current global environment, IB World Schools have transitioned from traditional face to face visits, to remote processes to support evaluation. A remote evaluation ensures the safety of IBEs and school communities in uncertain times where circumstances can shift rapidly. We now have substantial experience in hosting evaluations under remote processes. The following points provide support for planning a successful remote evaluation, addressing requirements and enabling opportunity for schools to demonstrate programme growth and engagement.

So, you have been allocated a remote evaluation visit:

- **Ensure that you are/have been using the correct standards and practices. 2014 or 2020? If in doubt, contact your IBWS manager. Need advice? Organise a Zoom meeting with your IBWS manager.**
- **Consult the resources available. Develop and engage your 12-month plan leading to evaluation.**

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

<https://resources.ibo.org/home>

<https://resources.ibo.org/pyp/resource/11162-413395/?>

- **Develop a schedule. Ensure time in classrooms, time for meetings, time for the team to collaborate.**
- **What is it that your school wants from evaluation? Discuss with staff and communicate with the visiting team.**
- **Communicate with your allocated visiting team. Use their experience. Consider them as partners.**
- **Negotiate the schedule with the visiting team. What has been successful in past visits? How can we adapt?**
- **Build in frequent touch points between the visiting team and the coordinator.**
- **Build in time to develop a report supporting an exit meeting. Consider who will attend the exit meeting.**
- **You may consider adjusting or combining meetings to open up the schedule. Try to keep numbers in meetings low. Explain the importance of one stakeholder sharing at a time. Consider flexible time to revisit classes or teams.**
- **Can all stakeholders be seen by the visiting team. Consider seating, lighting, feed and audio.**
- **Consult with your IBWS Manager. Organise a Zoom with the school, team and manager. Share context.**
- **Consider how the team will visit classrooms remotely. What strategies will best show school operations? Who will hold an iPad/phone etc to show classrooms? Can they provide adequate context? Shorter/purposeful visits work.**
- **Consider the point of videos created? What are you trying to demonstrate? Can you involve students?**
- **Test your technology. Does it work where required? Are there areas of concern? Who is your support team?**
- **Have a back up plan for technology. What if the platform we intend to use fails? Share phone contact details.**
- **Brief staff on how the visit will be conducted. How can they best support? Embrace conversation.**
- **Reflect upon the strengths of the school and how these may be communicated with the visiting team.**
- **Check links to additional documentation and passwords to platforms storing information.**
- **Ensure leadership are contactable throughout the visit. How are leadership involved?**
- **If your school is in lockdown, take a deep breath. Consider how stakeholder groups may be contacted. How can we adjust to include stakeholders based outside of the school? The visiting team will understand and support the school in this situation. Remember, the IB are partners of schools. We're here to help.**
- **Join Evaluation groups on Programme Communities. Share your progress, ask questions, highlight strategies that you have used. Join our weekly Portfolio Zoom chat. Many stakeholders raise questions regarding evaluation.**
- **If there are any issues or concerns, contact your IBWS manager for assistance.**