

IB MYP Evaluation Timeline

Month	Task	Status
June/July	<ul style="list-style-type: none"> • Head of school (HOS) and coordinator notified by IB School Delivery to begin self-study. 	Complete - October 25
August	<ul style="list-style-type: none"> • Read through IB documents: <ul style="list-style-type: none"> o Guide to programme evaluation o Self-study questionnaire 	In progress - Documents read, the self-study has begun
September	<ul style="list-style-type: none"> • IB coordinator begins to collect supporting documentation and evidence. 	In progress - Subject overviews with shared unit plans
October	<ul style="list-style-type: none"> • IB coordinator meets with stakeholders to inform them of the purpose, process and protocols of the self-study. • IB coordinator begins to revise and create supporting documentation and appendices with selected stakeholders. 	Starting today - questions divided up and ready to go.
November	<ul style="list-style-type: none"> • Survey students on the appropriate sections of the self-study questionnaire. • IB coordinator begins collation of student survey results. • Stakeholder groups, including curriculum or grade level groups for discussion on horizontal and vertical implementation, meet to complete appropriate sections of the self-study questionnaire. 	We will begin the surveys this month. Including students, parents and teachers.
December	<ul style="list-style-type: none"> • Stakeholder groups, including curriculum or grade level groups, continue to meet: <ul style="list-style-type: none"> o Discussions will be initiated by responses that vary greatly or are consistently rated as low. o Teams will record consensus rating. 	<ul style="list-style-type: none"> • Discussion from surveys in February after staff surveys are complete.
January	<ul style="list-style-type: none"> • IB coordinator collates responses from each stakeholder group and presents them to the leaders for review. • IB coordinator continues to revise and create new supporting documentation and appendices with selected stakeholders. 	<ul style="list-style-type: none"> • Schedule done • Students surveys are done, finish parents and staff in February • Finalize policies
February	<ul style="list-style-type: none"> • Preparation of final programme evaluation documents by IB coordinator and selected stakeholders (if appropriate). 	Make final determinations of different level in leadership meeting
March	<ul style="list-style-type: none"> • Review of final programme evaluation documents by leaders. • IB coordinator revises as needed. 	Finish subject overviews and selections of students assessments
April	<ul style="list-style-type: none"> • Review of final programme evaluation documents by IB coordinator, HOS and governing body. 	
May	<ul style="list-style-type: none"> • Submission of the final self-study questionnaire and supporting documents. 	