Student name:_____    Supervisor:_____

# Final Report Checklist

| | | YES/NO | COMMENTS |
|---|---|---|---|
| **LAYOUT** | ● Is the report in pdf format?<br><br>● Is the report with the 15 page limit?<br><br>● Is the report presented in clearly identifiable sections following the MYP personal project objectives/criterion—A.Planning, B. Applying skills, and C. Reflecting? | | |

| | | YES/NO | COMMENTS |
|---|---|---|---|
| **WORKS CITED** | ● Is there a separate works cited list in pdf format?<br>● Are there in-text citations? (Throughout the report key research can be mentioned, quotes can be included)<br>● Is the Works Cited list in alphabetical order and in MLA format? | | |

| | | YES/NO | COMMENTS |
|---|---|---|---|
| **EVIDENCE OF PRODUCT** | ● Is there evidence of the final product included within the 15-page limit of the written report?<br>(Note, pictures of the actual product **should be included** within the report and not as any sort of appendix as **THERE IS NO APPENDIX**.) | | |

# CRITERIA CHECKLIST

## Criterion A Planning
"Students present **what** they did in their project."

| Does Criterion Ai include? | YES/NO | COMMENTS |
|---|---|---|
| <ul><li>A stated learning goal explaining why the student wanted to set this goal and how it relates to a personal interest of theirs.</li><li>A description of the student's personal interests that led to their learning goal.</li></ul> | | |

| Does Criterion Aii include? | YES/NO | COMMENTS |
|---|---|---|
| <ul><li>A presentation and a description of the intended product.</li><li>An explanation of how the student got the idea for the intended product.</li><li>An analysis and explanation of how the learning goal relates to the intended product.</li><li>Appropriate success criteria which are detailed and appropriate to each criteria.</li></ul> | | |

| Does Criterion Aiii include? | YES/NO | COMMENTS |
|---|---|---|
| <ul><li>A detailed description showing evidence of planning to achieve all of the **product success criteria,** not the whole project.</li><li>Planning that breaks down the necessary time frame to complete individual steps to successfully create the product. (This can be an Action Plan or GANTT chart or something similar)</li></ul> | | |

## Criterion B Applying skills

"Students show **how** ATL skills contributed to the learning goal and product."

| Does Criterion Bi include? | YES/NO | COMMENTS |
|---|---|---|
| ● The ATL skill(s) that were used to help achieve the learning goal.<br><br>● An explanation of how the ATL skills were developed throughout the project in order to achieve the learning goal.<br><br>● Examples or **evidence** to support the explanation. | | |

| Does Criterion Bii include? | YES/NO | COMMENTS |
|---|---|---|
| ● The ATL skill(s) that were used to help complete the product.<br><br>● An explanation of how the ATL skill clusters were developed throughout the project in order to complete the product.<br><br>● Examples or **evidence** to support the explanation. | | |

| Possible entries to include in criterion B | ● Reflections on interactions with supervisor, peer feedback, social media interactions, records of negotiation, leadership, active listening, conflict resolution or self-advocacy<br>● First attempts, flops, partial successes, practice logs/notes, screenshots, brainstorming diagrams, transcripts from interviews, survey questions<br><br>● Anything that supports the ATL skills referenced in the section. |
|---|---|

## Criterion C Reflecting
### Students report on **why** they did their project.

"When reflecting on the personal project, it is important to remember that the process can have a positive impact even if the product is not successful."

| Does Criterion Ci include? | YES/NO | COMMENTS |
|---|---|---|
| ● A description of what the student learned from their learning goal. <br><br> ● A description of what the student learned while making their product or while reflecting on the success of their product. <br><br> ● An explanation of how the project or learning goal helped the student grow or change. <br><br> Examples: <br><br> ● A hypothesis of the possible impacts the project could have on the student's future learning. <br> ● a description of how the student learned about their strengths and weaknesses while completing the project <br> ● a description of how the student identified personal strengths and weaknesses as they encountered challenges during the PP journey. <br> ● a description of how the product can have a positive impact on the community, country, world. | | |

| Does Criterion Cii include? | YES/NO | COMMENTS |
|---|---|---|
| ● A statement that the product has been completed, supported by evidence.<br><br>● An in-depth evaluation of the product/outcome against the success criteria established earlier in the report.<br>● An explanation of possible improvements to the product/outcome or what could have been done differently to improve the product (if possible/necessary).<br>Examples:<br>  ● An explanation of problems that occurred during the creation of the product and the solutions developed to address them.<br>  ● An explanation of any changes made to the product during creation, and why they were needed (using specific examples) | | |