

Evaluation submission guidelines

Diploma Programme - IB Americas

The documentation required for programme evaluation must be submitted via the [IB Docs](http://ibdocs.ibo.org) website (<http://ibdocs.ibo.org/iba>). Each authorized school will have an account which will be used throughout the evaluation process. The site is an online repository for all the documents required for programme evaluation, which eliminates the need to send documents via post or email. Accounts are created several months in advance of the submission deadline.

The *Guide to programme evaluation and self-study questionnaire* is available in Word format on the OCC (<http://occ.ibo.org>). You may also refer to the introductory pages of this document for further details about the overall process.

For additional assistance or information, please contact [IB Answers](#).

Accessing IB Docs

- Browse to the following URL address: <http://ibdocs.ibo.org/iba>.
- Select your preferred language using the drop-down menu.
- Enter the account username and password. The password must be changed upon first accessing the system by going to “My Data” on the left-hand side menu.

Uploading the self-study questionnaire

1. For each required document, click the “Browse” button to locate and select the document you wish to upload. The document will now appear in the field next to the “Browse” button.
 2. Click the “Publish” button to confirm and save your uploaded document. This must be done individually for each document you wish you upload.
 3. The other items listed on your account page are supporting documents required to accompany the application document.
 4. Once you have uploaded the self-study questionnaire and all supporting documents, click the “Finish” button at the bottom.
- Only one document can be uploaded per section. A ZIP file can be uploaded when multiple documents are necessary for a particular requirement.
 - All documents must be in one of the following common formats: .doc, .docx, .xls, .xlsx, .pdf, .zip.
 - Please be as specific as possible when naming your documents so that the application reviewers will know what it is based on its title. For example: *ABC Elementary School – Action Plan.doc*, *ABC Elementary School – School Organization Chart.pdf*

List of supporting documents to be submitted for programme evaluation

The documents listed below must be submitted via the IB Docs platform along with the completed self-study questionnaire:

Self-study process

- A description of the self-study process implemented in the school, including
 - timeline
 - means used to gather feedback from different stakeholders
 - meeting schedule for the self-study
 - the school-developed descriptors for assessing the practices

Philosophy

- School brochure that includes information about the implementation of the Diploma Programme

Organization

- School organization chart showing the Diploma Programme pedagogical leadership team situation (including the Diploma Programme coordinator) and reporting lines
- Language policy
- Assessment policy
- Academic honesty policy
- Special educational needs policy
- Sample of student's schedule for year 1 and year 2 of the Diploma Programme. If the school offers different combinations of subjects, include more samples of students' schedules showing those options. (Identify the Diploma Programme subjects with their IB name and include other subjects that the student will take according to other requirements, if applicable.)
- Calendar of school deadlines for student submission of internal and external assessment components: it is expected to reflect different dates from the IB deadlines as they are for internal use of teachers and students
- Description of the process of the supervision of extended essays that includes timelines, how students choose their extended essay supervisors and how many students each supervisor is normally responsible for.