

Lexington Elementary School International Baccalaureate Evaluation Update

Presented to the the Board of Trustees
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What is Programme Evaluation?

Programme Evaluation is a requirement of and a service provided by the International Baccalaureate Organization (IBO) for its authorized schools.

The main purposes are:

- to identify strengths and areas of improvement in a school's implementation of the programme and
- to define what actions might be necessary

The Process:

There are three main components to the evaluation process:

- the self-study
- the school visit
- the evaluation report

The Self-Study

The school embarks on a process of self-study using a detailed self-study questionnaire that involves looking at all aspects of school life affected by the programme.

The School Visit

The programme evaluation visit is mandatory. It ensures the quality of programmes in IB authorized schools. It aims to:

- be diagnostic and constructively critical
- support the school's self-evaluation process

The Evaluation Report

The central purpose of the report is to provide a basis for further development. It includes:

- commendations
- recommendations
- matters to be addressed, if appropriate

Summary of the Programme Evaluation Procedures Before the Visit

Who	Action	Time
Regional Office	Notifies the school	At least 12 months before visit
Regional Office	Submits the names of the evaluators to the school	3 months before the visit
School	Submits the self study and supporting documents	2 months before the visit
School	Proposes a draft agenda for the visit	2 months before visit
School	Finalizes the agenda	1 month before visit
EVALUATION VISIT		

After the Programme Evaluation Visit

Who	Action	Time
IBO Evaluators	send the first draft of the evaluation report to the regional office	1 month after the visit
Regional Director	sends the final evaluation report to the head of school, with a list of commendations, recommendations and matters to be addressed, if relevant	3 months before the visit
School	sends an action plan to the regional office on the recommendations and matters to be addressed, if relevant	as specified in the programme evaluation report

Timeline for Lexington

Present-November 30	Complete Self-Study and Supporting Documents
December 1	Upload Self-Study and Supporting Documents
December 1-March 1	Prepare Stakeholders for Site Visit
March 2016	Evaluation Visit
May 2016	Prepare Action Plan

