

# IB Evaluation: Initiation to Launch in Six Steps



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Accreditation and Evaluation

## Define Stakeholder Groups and Committees

Identify all the involved stakeholder groups and allocate individuals to committees with specific responsibilities.

Committees may include the Board, teachers, non-teaching staff, parents, students and alumni. It is helpful to define at which points in the process it is most useful to have a multi-stakeholder lens, as well as which committee will take responsibility for which aspects of the preliminary review, self-study and programme development.

## Appoint a Leader

Appoint a member of staff to formally lead the process and allocate time for this position.

The accreditation leader should establish an evaluation team with other members of staff who can serve as committee chairs. Consider not appointing senior leaders to these positions: the evaluation process is an opportunity for professional growth for middle leaders as they take on a whole school role.

## Establish a Timeline

Plan and publish an achievable timeline, ensuring your school community is aware of the process and their role in it.

Consider how you might align the IB evaluation with the school's strategic planning cycle to make best use of time, resources and learnings. You may also wish to explore a joint evaluation with international school accrediting bodies such as NEASC or CIS.

## Undertake an Inquiry Process

Committees explore the school's programme, collecting data and evidence that will enable them to complete their section of the evaluation.

The IB provides a list of specific documents required for the preliminary review. Data from surveys, learning stories, interviews, media and samples of student work can help committees to evaluate their school's programme. If you add hyperlinks to your documents, make sure the links will be accessible by the IB.

## Engage the Community

Allocate time for groups to engage en masse so that the school community is well-informed about the evaluation process and has opportunities for input.

Community engagement activities may include assemblies, webinars, parent information evenings and World Café style events. Explain the purpose and aim of the evaluation and why it is important for the school community to play a role. Use media such as newsletters to give regular updates.

## Establish One Voice

Review documents for coherence of voice and consistency of message.

Once committees have completed their sections of the evaluation, consider using a single editor to review documents for grammatical and spelling errors, consistency of terminology, repetition or contradictions. Concise and easy-to-read documents make for a smoother visitor experience.