



INTERNATIONAL BACCALAUREATE NORTH AMERICA & THE CARIBBEAN
MIDDLE YEARS PROGRAMME

IBNA INFORMATION FOR CANDIDATE SCHOOLS

Thank you for your continued interest in the International Baccalaureate Organization's Middle Years Programme. This document has been assembled to offer candidate schools in the North American and Caribbean region further information about the candidate and trial implementation phase of the application and authorization process.

Once a school has successfully completed the *MYP Application Form Part A* application for candidate status and been granted candidate status, the regional office will assign a consultant to work with the candidate school during one full school year. The candidate school may choose to submit *MYP Application Form Part B* and supporting documents after one full year of candidacy. However, a candidate school may also decide to extend its candidate status for an additional year of their own accord or at the advice of the consultant and the regional office.

One of our major responsibilities at International Baccalaureate North America (IBNA) is facilitating the application process by offering on-going support and advice to candidate schools. We encourage you to keep in contact with our offices during the candidate and trial implementation phase of the application and authorization process. We look forward to working with you in the future, and helping you to bring the IB Middle Years Programme to your school.

IBNA is committed to providing exceptional service and timely, relevant information. We are available to guide schools in completing all stages of implementation, authorization, and evaluation.

Please do not hesitate to contact us!

Mr Stan Burgoyne
MYP regional manager

Ms Silke Koester
MYP associate

IBNA ASSIGNED MYP CONSULTANTS

The IBNA assigned consultants are teachers or administrators who are experienced with the development of the MYP and who have received specialized IBNA training.

IBNA makes every attempt to match consultants with schools based on experience, school type and size, regardless of geographic proximity. IBNA invites these trained practitioners to work with a candidate school for a maximum of one school year. During this time, the IBNA consultant agrees to provide a minimum of 20 hours remote communication time with the assigned candidate school, to travel to the school for a two-day consultation visit, and to help the school prepare for the submission of *MYP Application Form Part B*. Once the IBNA consultant accepts the invitation to work with a candidate school, IBNA sends them a copy the candidate school's *MYP Application Form Part A* and supporting documents.

All IBNA assigned consultants uphold the confidentiality of the candidate schools; they must destroy all related documentation at the conclusion of the assignment.

All IBNA assigned consultants are required to pursue an FBI/RCMP fingerprint background check. For more information about the terms and agreements for all IBNA consultants, please contact the IBNA volunteer services coordinator.

The roles and responsibilities of the IBNA assigned consultant:

The role of the IBNA assigned consultant is to provide the candidate school with feedback and guidance related to programme implementation and the completion of *MYP Application Form Part B*. They counsel and advise the leadership team of the candidate school during the candidate phase.

The IBNA assigned consultant is responsible for:

- Following the current IBO and IBNA guides and publications
- Providing a minimum of 20 hours or remote communication with the candidate school IB coordinator and/or head of school
- Providing guidance to the candidate school leadership team
- Organizing and conducting an onsite two-day consultation visit
- Developing a progress report schedule in collaboration with the candidate school leadership team
- Providing the candidate school with two written reports developed in accordance to the *Programme Standards and Practices*
- Providing feedback, in the form of commendations and recommendation, on the candidate school's progress reports within one month of their receipt
- Maintaining and providing the candidate school and IBNA with copies of all progress reports

- Reading and reviewing the candidate school's completed *MYP Application Form Part B* and required supporting documents
- Providing guidance regarding the readiness for the submission of *MYP Application Form Part B* by the 1 June or 1 December deadline. Ultimately, the decision to submit *MYP Application Form Part B* or to request an extension of candidate status rests with the candidate school and the IBNA office
- Contacting IBNA if the school is not moving along satisfactorily, intends to withdraw from the process, has not been in contact with the consultant, or if any other questions arise
- Completing and providing IBNA with all evaluation forms related to the candidate school's progress and the consultancy process

The IBNA assigned consultant is not responsible for:

- Making decisions regarding the acceptance of the candidate school's *MYP Application Form Part B* or the authorization of the school
- Making decisions on behalf of IBNA or IBO
- Changing or amending IBO or IBNA policy
- Providing daily guidance by telephone or e-mail
- Participating on the candidate school's future authorization or evaluation site visiting team
- Providing guidance or consultation services beyond the one-year appointment
- Providing on-site staff development, training, or workshop during the consultation visit or any time thereafter

The fee associated with the IBNA assigned consultant:

IBNA provides the consultancy service as a part of the *MYP Application Form Part A* fee. There are no additional fees associated with this one-year service. IBNA covers the assigned consultant's travel, lodging and meal expenses. The candidate school is not responsible for paying the IBNA consultant or reimbursing their expenses.

The length of the IBNA assigned consultant's work with the candidate school:

The IBNA consultant is assigned to work with the candidate school for one full school year. The IBNA consultant's responsibility to the candidate school is officially concluded once he/she has completed the one-year consultation service and fulfilled the requirements described in this document.

CONSULTATION VISIT

The purpose of the consultation visit is to allow the IBNA consultant the opportunity to interact with the candidate school leadership team and witness the school in action.

During the consultation visit, the IBNA consultant will guide the candidate school in:

- Developing clear pathways for students to move through the programme
- Refining the organizational structures and the strategic action plan to support the articulation and implementation of the MYP
- Developing, reflecting on, and/or considering revisions to MYP course outlines and units of work
- Discussing MYP curriculum planning documents
- Conducting a Q & A session for members of the leadership team(s)
- Building the progress report schedule for the consultation

IBNA does not set the dates of the two-day onsite consultation visit. The IBNA consultant reviews the candidate school's *MYP Application Form Part A* and supporting documents and initiates contact with the candidate school to plan a two-day consultation visit. The IBNA consultant and the candidate school should collaborate to agree upon two consecutive days for the visit. The visit should take place on days when school is in session. In order to accommodate the consultant's travel schedule, it is preferable to schedule the visit on a Monday/Tuesday or Thursday/Friday.

The structure of the two-day on-site consultation visit is flexible. The candidate school may adapt the visit agenda to accommodate their specific needs and school configuration. The candidate school and IBNA consultant are encouraged to work in collaboration to develop the visit agenda and should plan to work together for approximately seven hours each day during the consultation visit.

During the consultation visit, the IBNA consultant will meet with the following individuals or teams:

- Head(s) of school and MYP coordinator(s)
- Horizontal teams (grade level teams)
- Vertical teams (subject area teams)
- Steering committee or any other leadership teams
- Students

For more specific guidance, please refer to the *sample consultation visit agenda* located at the end of this document.

PROGRESS REPORTS

The candidate school and IBNA consultant should structure their work through two progress reports. The schedule to submit the progress reports should be established and the form (provided on page 10) should be completed at the end of the consultation visit. The candidate school and the consultant should each keep a copy and one copy should be emailed to IBNA. A new copy of the agreement should be attached to the original if there are any changes. The dates and content for the progress reports and responses may be revised if needed with the agreement of the Head(s) of school and/or MYP coordinator(s) and the consultant. However, the consultant's response to the candidate school's "progress report response" must be submitted to IBNA in the form of a final report on or before the 1 May or 1 November of the first year of candidacy.

During the consultation visit or shortly thereafter the IBNA consultant will provide the candidate school with a list of commendations and recommendations. Then, the IBNA assigned MYP coordinator and candidate school will communicate formally via several progress reports and responses. They will specify by what date the candidate school will send the IBNA consultant a draft copy of their completed *MYP Application Form Part B* and supporting documents. It is important that each party allow the other ample time to review and revise the documents before the submission deadline on 1 June or 1 December.

Please refer to pages 8 & 9 for more information about the candidacy phase timeline and the progress report schedule.

CONTINUATION OF CANDIDACY STATUS

The candidate school may not be ready to submit *MYP Application Form Part B* at the conclusion of one full year of implementation. The candidate school may request an extension of candidate status with the guidance of the IBNA consultant. A candidate school that chooses to extend its candidacy will be required to submit a formal letter to IBNA and pay a continuation fee of US \$1000 for the additional year. This fee provides for continued access to the Online Curriculum Center (OCC), programme updates, and administrative costs.

Candidate schools that decide to postpone submission of *MYP Application Form Part B* for six months to one year will not receive the services of the IBNA consultant during the second year of implementation.

PRIVATE CONSULTATIONS AND ONSITE TRAINING

A candidate school may hire a private consultant or a trainer for additional support during the candidacy phase. This individual may provide:

- Additional guidance and feedback on curriculum planning documents
- Additional preparation for the submission of *MYP Application Form Part B*
- Onsite visit(s) for consultation or training purposes beyond the training required at workshops

Candidate schools should be advised that any additional or independent training conducted by private consultants does not replace or fulfill the required training offered at IBNA sanctioned workshops. Any private consultation must be contracted independently between the candidate school and the private consultant or trainer. IBNA does not recommend consultants or trainers and does not interfere with contract negotiations. Furthermore, IBNA is not responsible for the advice offered or guidance provided by any independent parties. In order to maintain the integrity of the application and authorization process, the candidate school must notify the regional office of their involvement with any private consultant or trainer. These individuals will not participate on future authorization or evaluation site visiting teams for the candidate school.

Please refer to page 11 for more information about difference between IBNA assigned consultants and privately contracted consultants.

SAMPLE AGENDA

DAY 1	MIDDLE SCHOOL
8:00-8:15	"Meet & Greet" with key administration and staff
8:15-10:00	Meeting with Head(s) of schools and MYP coordinator(s)
10:00-11:00	Classroom observations
11:00-12:00	Meet with Level 1 teachers
12:00-1:00	Lunch with staff, open question and answer session
1:00-2:00	Meet with Level 2 teachers
2:00-3:00	Meet with Level 3 teachers
3:00-4:00	Meet with horizontal and vertical teams and/or steering committee
4:00-4:30	Meet with Head(s) of schools and MYP coordinator(s)
DAY 2	HIGH SCHOOL
8:00-8:15	"Meet & Greet" with key administration and staff
8:15-10:00	Meeting with Head(s) of schools and MYP coordinator(s)
10:00-11:00	Meet with Level 4 teachers
11:00-12:00	Meet with Level 5 teachers
12:00-1:00	Lunch with staff, open question and answer session
1:00-2:00	Meet with horizontal and vertical teams and/or steering committee
2:00-2:30	Working break
2:30-3:30	Exit Interview with Head(s) of schools and MYP coordinator(s)

CANDIDATE PHASE & TRAIL IMPLEMENTATION TIMELINE

TIME	IBNA	IBNA ASSIGNED CONSULTANT	CANDIDATE SCHOOL
By 1 May or 1 November	<ul style="list-style-type: none"> Receive <i>MYP Application Form Part A</i>, supporting documents and fee 		<ul style="list-style-type: none"> Submit <i>MYP Application Form Part A</i>, supporting documents and application fee to IBNA
By 1 June or 1 December	<ul style="list-style-type: none"> Grant candidate status to accepted schools 		<ul style="list-style-type: none"> Receive letter from IBNA granting candidate status
By 1 August or 1 December	<ul style="list-style-type: none"> Appoint consultant 	<ul style="list-style-type: none"> Receive invitation to serve as consultant 	
By 1 September or 1 January	<ul style="list-style-type: none"> Send <i>MYP Application Form Part A</i> and supporting documents to the consultant Inform candidate school of consultant appointment 	<ul style="list-style-type: none"> Receive candidate school's <i>MYP Application Form Part A</i> and supporting documents Initial contact with candidate school Schedule the date for the two-day consultation visit Build an agenda with the head(s) of school and coordinator(s) Notify IBNA of the consultation visit date 	<ul style="list-style-type: none"> Schedule the date for the two-day consultation visit Build an agenda with the consultant
During Fall or Spring semester		<ul style="list-style-type: none"> Conduct two-day consultation visit 	<ul style="list-style-type: none"> Host two-day consultation visit
During consultation visit		<ul style="list-style-type: none"> Complete the progress report form 	<ul style="list-style-type: none"> Complete the progress report form
One month after consultation visit		<ul style="list-style-type: none"> Send candidate school initial commendations and recommendations Submit expense claim form to IBNA 	
Two months after consultation visit			<ul style="list-style-type: none"> Submit FIRST PROGRESS REPORT to consultant
Three months after consultation visit		<ul style="list-style-type: none"> Provide feedback to the candidate school's FIRST PROGRESS REPORT 	
As agreed by candidate school and consultant			<ul style="list-style-type: none"> Submit PROGRESS REPORT RESPONSE Send completed copy of <i>MYP Application Form Part B</i> and supporting documents to consultant for review If applicable, notify the consultant of decision to continue candidacy status

CANDIDATE PHASE & TRAIL IMPLEMENTATION TIMELINE (CONTINUED)

TIME	IBNA	IBNA ASSIGNED CONSULTANT	CANDIDATE SCHOOL
By 1 May or 1 November	<ul style="list-style-type: none"> • If applicable, receive requests for continuation of candidacy status and continuation fee 	<ul style="list-style-type: none"> • Review candidate school's <i>MYP Application Form Part B</i> and supporting documents • Provide feedback to the candidate school's PROGRESS REPORT RESPONSE 	<ul style="list-style-type: none"> • If applicable, submit a letter requesting a continuation of candidacy status and the continuation fee to IBNA
By 1 June or 1 December	<ul style="list-style-type: none"> • Receive <i>MYP Application Form Part B</i>, supporting documents and fee 	<ul style="list-style-type: none"> • Submit final report to IBNA • Request final honorarium from IBNA 	<ul style="list-style-type: none"> • Submit <i>MYP Application Form Part B</i>, supporting documents and application fee to IBNA



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FIRST PROGRESS REPORT

Name of School(s): _____

Name of Head(s) of school: _____

Name of MYP coordinator(s): _____

Date of consultation visit: _____

Name of IBNA assigned consultant: _____

The school will submit the 1st progress report to the consultant by _____

The 1st progress report will include the following items:

- _____ Narrative on progress made regarding commendations/recommendations
- _____ Updated action plan
- _____ Units of work and course outlines
- _____ Response to recommendations made by the consultant
- _____ Supporting documents

PROGRESS REPORT RESPONSE

The school will submit the progress report response to the consultant by _____

If appropriate, the school and consultant agree that *MYP Application Form Part B* materials will be sent by: _____ to allow for a thorough review and necessary correspondence.

The final response will include the following items:

- _____ Statement regarding the school plans to submit *MYP Application Form Part B* or continue candidacy status
- _____ Response to recommendations made by the consultant
- _____ Supporting documents (please describe)

Agreed: _____
Head of school

IBNA assigned consultant

Head of school (if applicable)

Date

ARE ALL SCHOOL CONSULTANTS EQUAL?



Your school should know that *only* IBNA trained consultants are IBO approved to provide new schools with the *quality controlled* and *uniform* IB assistance that they will need to get started.

How can you be sure that your consultant is on an official IBNA assignment? Placing a call to our School Services Department will confirm whether that particular consultant has been officially placed by IBNA. Additionally, IBNA assigned consultants, while on authorized assignments, will never promote their own private consulting business and are the only consultants who are permitted to use IBO materials.

IBNA wants to be sure that every school is given the benefit of correct and current information. Because of the complexity of the curriculum and the many ongoing programme changes, IBNA will only place consultants that have been officially trained by the IBO and are current in the programmes. IBNA assigned school consultants serve a formal and official role in the school authorization process. As such, they have access to the advice and support of the professional staff at IBNA, to make sure they give you the most up to date information on IB curriculum, assessment and authorization. IBNA cannot guarantee the quality of the information or services provided when private consultants are hired by your school.