

Creativity, Activity & Service

Year 12

EOY Checklist

Please use this checklist to assure that you have met all of the CAS requirements for Year 12, and that you have positioned yourself to complete the program on time, in Year 13.

Documentation

- Review each of your projects and check that all of the details are complete, accurate and up-to-date.
 - Description:
 - Title of project accurately describes what you are working on.
 - You have selected the appropriate category(ies) (C, A or S).
 - You have selected the LO's that are appropriate for the project.
 - The dates are correct and as specific as possible.
 - There is at least one relevant reflection, focused on the element of the IB Learner Profile that you identified as a target for the project.
 - You are progressing toward meeting the personal goal(s) for each project.
- Supervisor Reviews for this year are completed, appropriately named and uploaded in Evidence for the project.
- The reflections for each project are informative, relevant and explicitly show how the project ***helped you address the LO's*** that you identified? *That means that if you have identified 4 LO's on a project, your reflections need to have addressed all of those L.O.'s at least twice in the term.*
- You have completed a well-developed Y12 CAS Portfolio, that demonstrates your engagement and how you have addressed the LO's that you have identified. *Remember that you are not expected to have addressed all of the LO's as yet, but will have to make sure that you have by the end of the program in Y13.*
- The portfolio is uploaded to the CAS Documents Section, on the front page of your CAS work on Managebac, **and there is nothing else in that section.**
- You have completed the end of year interview and been signed off by your advisor.

IMPORTANT

Make sure that you have understood and addressed ALL notes from the Coordinator or your Advisor. If you do not understand a comment, see your Advisor or the Coordinator immediately.