



EHS IB CAS FAQ

What is the CAS Portfolio?

IB expects students to maintain and complete what they refer to as a “CAS Portfolio”. The portfolio serves as evidence of the student’s engagement with all three CAS strands, achievement of the seven CAS learning outcomes, and completion of a project. The portfolio should also reveal how the student has developed the attributes of the IB learner profile. The portfolio must be kept “up-to-date” and provide evidence that CAS involvement (multiple submissions) occurred throughout the 18 month (junior/senior years) timeframe. The portfolio is able to stand alone to showcase the student’s CAS program. The portfolio should be of the quality and substance to be referenced in a resume for a prospective employer or educational institutions. The portfolio needs to demonstrate: planning related to various projects and experiences; ongoing reflection by the student on their CAS experiences; evidence of involvement in CAS.

The portfolio essentially has 3 parts and should be organized in such a way as to highlight:

1. The student’s personal profile, to include interests, skills, talents, plans and goals for their CAS program.
2. The student’s reflections, chronicling the student’s individual CAS journey, ongoing personal reflections, development, and self-awareness.
3. Evidence of CAS projects, events and achievements to include letters, certificates, photographs, etc.

In summary, the CAS portfolio explains and provides a “picture” of the student and what values and goals they embody. The portfolio continues, by providing descriptions of experiences along with personal reflections about the experiences through the lens of the 3 CAS strands and the 7 CAS learning objectives. Finally, the portfolio includes evidence of CAS experiences.

How will the creation of the portfolio be facilitated?

Students will create a profile, essentially a cover page to the entire portfolio that includes the following information:

1. Name
2. Personal cultural/social background (what has shaped values, interests and priorities)
3. Interests (academically, socially, athletically, personally)
4. Skills, talents (what can you do that will impact your CAS experiences)
5. Plans and goals (what do you hope to accomplish and in what ways “grow” as you participate in a CAS experience).

The profile will be submitted via Turnitin.com and archived electronically. Once it has been determined to be complete, the profile will be “checked-off” accordingly on the CAS tracking chart.

When will students be required to submit CAS documentation for their experiences, projects or events?

IBO expects all IB diploma candidates create a portfolio that includes reflections about their CAS experiences, projects, and events. Reflection is central to building a deep and rich experience in CAS.

The reflections must demonstrate a time span of approximately 18 months (junior and senior school year). The reflections need to focus on significant moments that occur during identified CAS events/experience. The reflection must include the following:

1. Description of the event/experience (presume the reader knows nothing about what you were involved with).
2. Define the “timeframe” of the experience/project.
3. Explanation of why or how the experience is related to one or more of the three CAS strands as applicable (Creativity, Activity, Service).
4. Explanation of why or how the experience is related to one or more of the seven CAS objectives; reflect on the experience through the lens of the CAS objectives.
5. Several “notes” or “statements” that correspond with the time frames of before, during and after the CAS experience.
6. An explanation of “What motivated you to be involved in the event or project?”.
7. Explain what you hoped would be accomplished or learned as a result of the experience.
8. Describe emotions or feelings you experienced during and after your involvement in the event or project.
9. Describe skills mastered, challenges faced, errors or regrets experienced.
10. Description of values or beliefs that were reinforced, challenged or confronted.

Each reflection will need to be submitted as a single document via Turnitin.com using the following naming convention: **YourNameEventYear (Example: BoykinsWoofstock2019)**

Once the submission has been determined to be complete, it will be “checked-off” accordingly on the CAS tracking chart (periodically posted on IB office door and on the school IB webpage). Students should plan on submitting reflections at a rate of 1 per quarter (4 per year)

What is considered as evidence of the CAS experience?

Evidence can be in many forms. Some examples of evidence are:

- written reflection itself may suffice
- photographs
- video clips
- certificates
- a song (recorded or printed lyrics)
- a poem
- a comic strip illustration
- a drawing, painting or other piece of artwork
- quotes or comments from participants, recipients or supervisor of the CAS project
- audio recordings of interviews of participants or recipients

What is the CAS project?

All IB diploma candidates must participate in at least one sustained, collaborative CAS experience identified as the CAS Project.

Students undertake a CAS project of at least one month's duration that challenges students to show initiative, demonstrate perseverance, and develop skills such as collaboration, problem-solving, and decision-making. The CAS project can address any single strand of CAS, or combine two or all three strands. (CAS guidebook 2017, p. 9) A CAS project involves collaboration between a group of students or with members of the wider community. Students work as part of a team, with all members being contributors. A CAS project offers students the opportunity to be responsible for, or to initiate, a part of or the entire CAS project. Working collaboratively also provides opportunities for individual students to enhance and integrate their personal interests, skills and talents into the planning and implementation of CAS projects. (CAS guidebook 2017, p. 24)

The CAS project must:

1. Be one month in duration from planning to completion.
2. Be guided by defined purpose and goals.
3. Address one or more strands of CAS.
4. Be planned and documented according to the CAS stages as a framework (investigation, preparation, action, reflection and demonstration – CAS guidebook 2017 pp. 21-22).
5. Be reviewed and approved ahead of time by the CAS Coordinator (project planning form is to be used to as the document of submission).
6. Be concluded with a reflection submission.

What are the overall requirements to “complete” CAS?

1. Student submits a profile
2. Student submits multiple “reflections” and evidences as necessary, over the course of 18 months – students should plan on at least 1 submission per quarter
 - 1 strand and 2 objectives highlighted by end of fall semester of junior year.
 - 2 strands and 4 objectives highlighted by end of spring semester of junior year.
 - All 3 strands and all 7 objectives highlighted by spring break of senior year.
3. Project completed and documented by April 1st of senior year. **Failure to meet final deadline risks not participating in IB Senior Recognition, nor being awarded the IB Stole (IB exams will still be taken)**

Who monitors the CAS submissions?

Ms. Linda White is our CAS Coordinator. She will conference with you a several times each year, be available to answer questions and provides guidance to ensure you understand the CAS requirements. She reads submissions and will provide feedback if submissions are vague, incomplete or not consistent with IBO expectations about CAS. Her email is lwhite1@usd259.net.