



Middle Years
Programme



10

STEPS TO SUCCESSFUL
MYP PERSONAL
PROJECTS



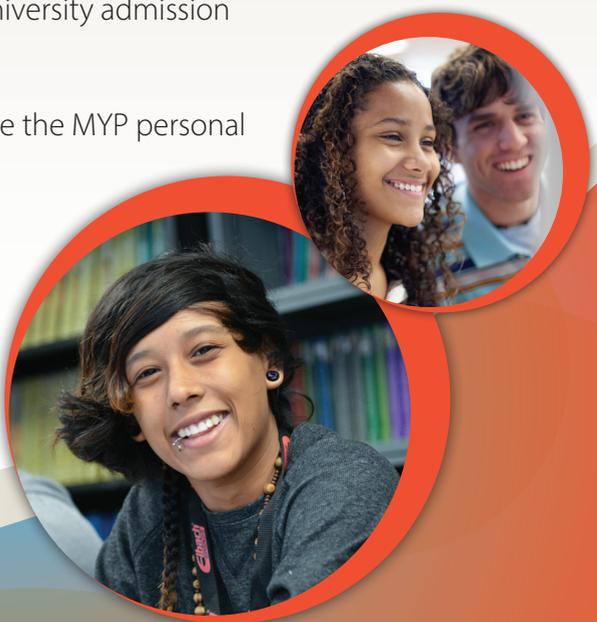
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The MYP **personal project** helps students develop confidence as principled, lifelong learners. Students in the final year of the programme explore an area of personal interest over an extended period. Through this independent inquiry, students consolidate their learning and develop important skills--for further education and life beyond the classroom.

MYP personal project reports are externally moderated by the IB to ensure a globally-consistent standard of excellence.

Beginning in 2016, for the first time all MYP schools with year 5 students must register students for personal project moderation. Students who complete the personal project receive **IB MYP course results**; the personal project is a requirement for students pursuing the **IB MYP certificate**. These internationally-recognized awards validate student learning and can support university admission applications.

Here are 10 steps that outline the MYP personal project journey.



1**Schools appoint at least one personal project coordinator.**

The IB recommends appointing one or more staff members to assist the MYP coordinator in managing the organization and implementation of the personal project.

Personal project coordinators ensure that supervisors and students meet the project's requirements; provide information to the IB; help secure the necessary resources for implementing the personal project; and develop materials that support students and teachers.

2**It's important to anticipate special requests for moderation of the personal project in some languages.**

The personal project is currently moderated in nine languages (Arabic, Chinese (Mandarin), English, French, Japanese, Russian, Spanish, Swedish, Turkish). Schools can request additional languages to provide opportunities for students to complete the personal project in mother tongues, but those requests must be made well in advance. Details are available in the *Handbook of procedures for the Middle Years Programme*.

3**The school's MYP team introduces the personal project to the students, parents and teachers.**

The school community needs to understand the objectives, requirements, timelines and criteria for assessing MYP personal project.

Many schools introduce the personal project during year 4, using a celebration of year 5 personal projects to inform and inspire the next cohort's work.

4**Coordinators ensure that each student has a project supervisor.**

Schools use a variety of methods for allocating supervisors to students, including:

- students choose their own supervisor
- supervisors choose projects to supervised based on a list of proposals
- coordinators assign supervisors to students randomly or based on scheduling demands.

All supervisors should understand their role and responsibilities. Project supervisors guide and advise students on selecting topics and setting appropriately challenging goals. They help students develop responsibility for their own learning, providing guidance in the process and completion of the project.

5**MYP coordinators register students for the personal project.**

Coordinators use the IB Information System (IBIS) to register all MYP year 5 students for personal project moderation. Each student receives a unique IB student number. Procedures and deadlines are published annually in the *Handbook of procedures for the Middle Years Programme*.

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Supervisors guide students through the personal project process.

Supervisors meet with students on a regular basis. At least three meetings must be recorded on the MYP projects academic honesty form (found as an appendix in the *MYP projects guide* [2014]). During meetings, supervisors monitor student progress through conversation, written interactions, and/or reviews of the process journal.

Students complete three elements:

1. **product or outcome**—evidence of tangible or intangible results: what the student was aiming to achieve or create
2. **process journal**— ideas, criteria, developments, challenges, plans, research, possible solutions and progress reports
3. **report**—an account of the project and its impact, which includes a bibliography and evidence from the process journal that documents students' development and achievements.

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Supervisors ensure that each personal project is complete.

Each personal project submitted for assessment includes:

- MYP projects academic honesty form
- personal project report in written, oral, visual or multimedia form
- appendix-- no more than 10 pages or screenshots that exemplify the knowledge, understanding and skills developed through the project, including evidence of the product/outcome
- bibliography.

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Supervisors conduct internal standardization, assess the project report, and submit criterion level totals to the IB.

Schools are responsible for applying a common standard for determining student achievement. Supervisors assess each personal project using published criteria for investigating, planning, taking action and reflecting. (Supervisors should assess project reports in the same form as they will be submitted for moderation.)

Coordinators use the IB Information System (IBIS) to enter criterion level totals awarded for each personal project. Each personal project sample uploaded to IBIS must be complete.

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Coordinators electronically submit personal project reports selected by the IB for moderation.

Through a process of dynamic sampling, trained examiners review the levels of achievement awarded by supervisors at the school for a sample of 5-10 project reports in each registered language. Schools may be asked to send additional samples for moderation in order to resolve inconsistencies in levels awarded by the school. School-based judgments which are consistently above or below the global standard can result in the adjustment of achievement levels for all students in the school who are registered for moderation of the personal project.

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Schools receive personal project results.

Results will be available at 12 noon GMT on 1 August for the May examination session and 1 February for the November examination session. A final grade of 3 is the in the personal project is required for awarding the IB MYP certificate.

IB MYP course results and IB MYP certificates are mailed to schools following the close of the assessment session.

Personal project timeline

All students in MYP year 5 must be registered for external moderation of the personal project.

	May session	November session
Candidate registration		
First registration deadline (Schools must register candidates by this deadline in order not to incur a fee for each candidate.)	20 October (7 months before)	20 April (7 months before)
Second registration deadline (After 20 October / 20 April a fee will be incurred for each candidate.)	20 January 2016	20 July 2016
Personal project moderation		
School submits special request language form for personal project via IBIS	20 October (19 months before)	20 April (19 months before)
IB notifies school of approval of special request language	28 February (15 months before)	28 August (15 months before)
Deadline for submitting teacher assessed totals via IBIS	10 April	10 October
Deadline for submitting sample projects for external moderation	20 April	20 October
Candidate results available beginning at 12 noon GMT	1 August	1 February
Enquiries upon results commence	1 August	1 February
Final date that the IB accepts enquiries upon results	15 October	15 April

Further information

If you would like more information or help, please contact IB Answers at ibid@ibo.org.

Resources

The following documents (available from the OCC and the IBIS library) provide detailed guidance:

- *MYP Projects guide* (2014)
- *MYP Projects teacher support materials* (2014)
- *Further guidance for MYP projects* (2015)
- General (subject) reports from previous sessions
- *Guide to MYP eAssessment* (2015-16)
- *Handbook of procedures for the Middle Years Programme*

