

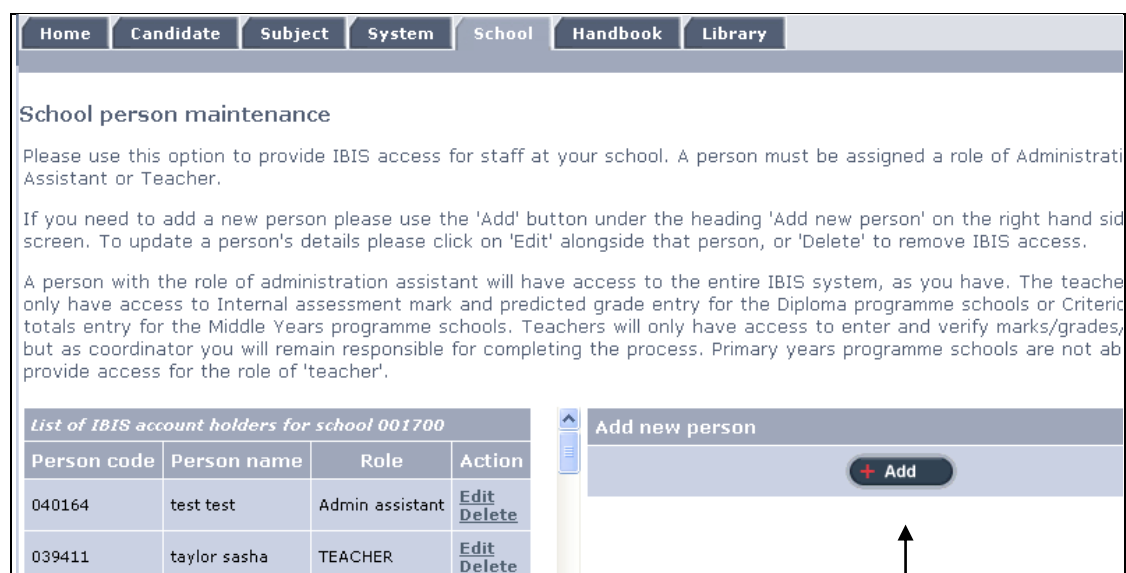
## The submission of Creativity Action Service (CAS) on IBIS

Diploma Programme coordinators and CAS coordinators must update candidates' CAS status' using IBIS. **Please note that the submission of the explanatory report required when a candidate has **not** completed CAS is no longer a requirement.**

### CAS coordinator role maintenance

A new role of CAS coordinator has been introduced on IBIS. This role will only have access to the news items on the home page and the CAS maintenance option. This role must be created by the Diploma Programme coordinator, using the 'School person maintenance' option under the 'School' tab on IBIS.

Only one CAS coordinator can have an IBIS account at any one time. The coordinator will need to delete the existing CAS coordinator before adding a replacement.



Home Candidate Subject System School Handbook Library

#### School person maintenance

Please use this option to provide IBIS access for staff at your school. A person must be assigned a role of Administrative Assistant or Teacher.

If you need to add a new person please use the 'Add' button under the heading 'Add new person' on the right hand side screen. To update a person's details please click on 'Edit' alongside that person, or 'Delete' to remove IBIS access.

A person with the role of administration assistant will have access to the entire IBIS system, as you have. The teachers only have access to Internal assessment mark and predicted grade entry for the Diploma programme schools or Criterion totals entry for the Middle Years programme schools. Teachers will only have access to enter and verify marks/grades, but as coordinator you will remain responsible for completing the process. Primary years programme schools are not able to provide access for the role of 'teacher'.

List of IBIS account holders for school 001700			
Person code	Person name	Role	Action
040164	test test	Admin assistant	Edit Delete
039411	taylor sasha	TEACHER	Edit Delete

Add new person

+ Add

Click on the 'add' button to add the CAS Coordinator.

## Deadlines

CAS records must be completed and submitted to IB by 1 June/1 December, one month before the issue of results. Any candidate's who have not completed CAS by the first deadline will be given one more year to complete CAS requirements; 1 June/1 December the following year.

Before 1 <sup>st</sup> deadline	After 1 <sup>st</sup> deadline (1 June/1 December of Diploma year)
Change CAS from Yes to No	Change CAS from No to Yes only
Change CAS from No to Yes	

### **CAS coordinator access**

The CAS coordinator will only have access to the IBIS home page and the CAS maintenance option. This role can update CAS entries according to the table above. However, these entries do **not** update IBIS. The CAS coordinator must submit the information to the Diploma programme coordinator for approval.

### **Diploma coordinator access**

The Diploma programme coordinator can update CAS entries according to the table above. This role will receive an e-mail each time the CAS coordinator 'submits' a new CAS status. The Diploma programme coordinator must confirm the status by 'submitting' the entries to IB. This will update the candidate record.

## Updating the CAS programme completion

### Step one

Select the CAS status option displayed within the 'Creativity action service' (CAS) option, located under the 'candidate' tab.

**Creativity action service (CAS)**

**CAS status**

**CAS report**

Below is a list of Diploma and Retake candidates registered for the session.

There is a two step process to update a candidates' CAS status.

1. The CAS form must display the correct status.
2. IBIS must be updated with the correct status

The CAS status in the column "on IBIS" is defaulted to 'pending'.  
The CAS status in the column "on this form" is defaulted to 'Yes', indicating that CAS has been completed.

**To amend a candidates' CAS status on IBIS**

- Click on the 'Change status' link under the 'Action' column. This will automatically change the status of the candidate on this form from 'yes' to 'no'. This can be reversed up to the first deadline.
- This process can be carried out by the CAS coordinator and/or the Diploma Programme coordinator.
- The CAS coordinator must click on 'Submit to DP coordinator'. This will trigger an e-mail to the DP coordinator.

### Step two


Click on 'Change status' to amend all those candidates who have NOT completed the CAS requirements. The 'Yes' will automatically change to 'No'. If all candidates have completed CAS, this information is ready to submit.

Candidate name	Session code	Personal code	CAS Status		Action
			on IBIS	on this form	
Jones, Bill	000001-910	crt203	Pending	Yes	<a href="#">Change status</a>
aaa, aaa	000001-911	cxr525	Pending	Yes	<a href="#">Change status</a>
cccccccc-cc, bbbbbb	000001-012	csn353	Pending	Yes	<a href="#">Change status</a>
myp , myp test candidate	000001-018	cds420	Pending	Yes	<a href="#">Change status</a>
r, priya	000001-020	cxs301	Pending	Yes	<a href="#">Change status</a>
testing, testing	000001-022	cxs304	Pending	Yes	<a href="#">Change status</a>
lemon, john	000001-023	cxs309	Pending	Yes	<a href="#">Change status</a>
Nunoo, Annalisa Karen	000001-025	cwt237	Pending	Yes	<a href="#">Change status</a>
Stigliano, Angela	000001-026	crt266	Pending	Yes	<a href="#">Change status</a>
Valdes-Browning, Gabriel	000001-027	crt983	Pending	Yes	<a href="#">Change status</a>

[Submit to DP Coordinator](#)

If you are the CAS coordinator, you must submit the status' to the Diploma Programme coordinator for approval, by clicking on 'Submit to DP coordinator'.

A confirmation message will display briefly on screen, and a notification email will be sent to the Diploma Programme coordinator.

 **Email sent**  
Thank you for submitting the CAS status information. A confirmation e-mail will now be sent to the DP coordinator.

If you are the Diploma Programme coordinator you must click on 'Submit to IB'. A confirmation message will display briefly on screen.

Candidate name	Session code	Personal code	CAS Status		Action
			on IBIS	on this form	
JHJ, JHJ	001700-001	ctj328	Pending	Yes	<a href="#">Change status</a>
Evans, Jane	001700-002	cxj428	Pending	Yes	<a href="#">Change status</a>
Lopez, Jennifer	001700-003	cxj438	Pending	Yes	<a href="#">Change status</a>

→

The CAS status under the column "on IBIS" will update when the Diploma Programme coordinator has submitted the information to IB.

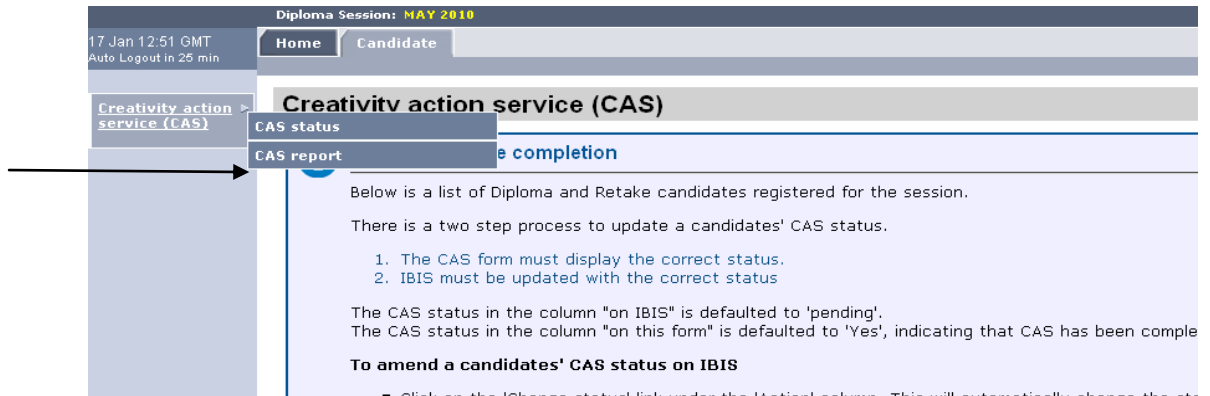
## Reporting

A report can be run to display those candidates who have completed or not completed the CAS requirements. The report is available in three different formats:-

- Online – the results are displayed on the screen
- PDF – this is a portable document format report that you can view on screen or print.
- Pipe delimited file – this is a data file that you can import into excel or other databases.

### Step one

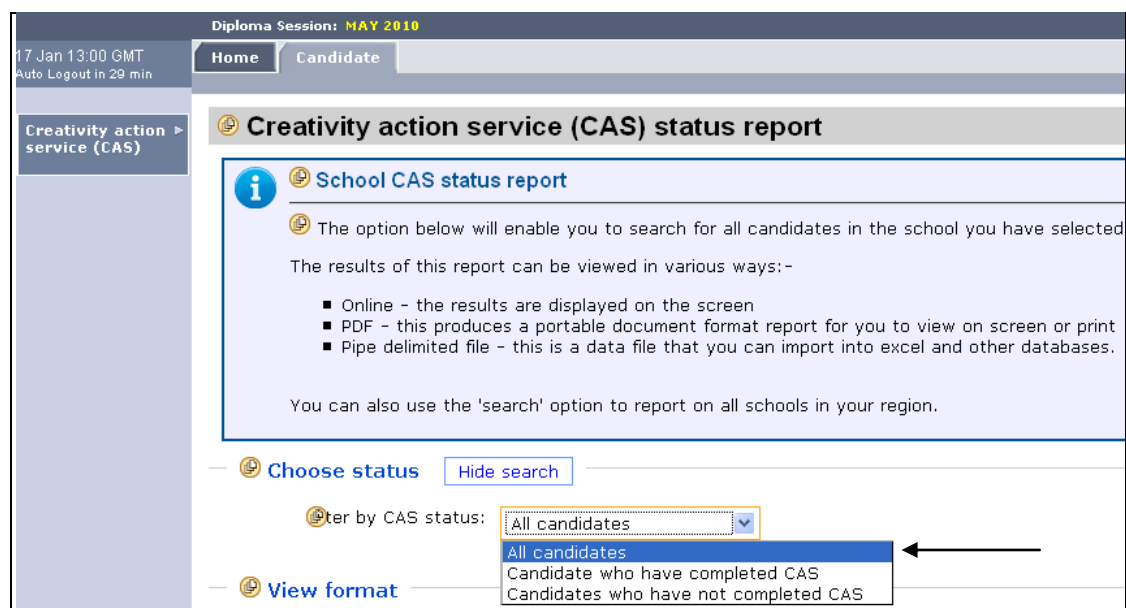
Select the CAS report option displayed within the 'Creativity action service' (CAS) option, located under the 'Candidate' tab.



## Step two

Using the 'CAS status' menu, select the report you would like to create:-

- Candidates who have completed CAS
- Candidates who have not completed CAS



## Step three

Using the 'View format' menu, select the format that you would like to view the results.

**Registrations**

**Examination schedule**

**Candidate results**

**Request for results service**

**Creativity action service (CAS)**

### School CAS status report

The option below will enable you to search for all candidates in the school you have selected.

The results of this report can be viewed in various ways:-

- Online - the results are displayed on the screen
- PDF - this produces a portable document format report for you to view on screen or print
- Pipe delimited file - this is a data file that you can import into excel and other databases.

You can also use the 'search' option to report on all schools in your region.

**Choose status** [Hide search](#)

Filter by CAS status:

**View format**

View format:

[Show report](#)

Then click on 'Show report'.

#### Points to note:-

- The CAS status "on IBIS" will default to 'Pending'.
- The CAS status "on this form" will default to 'Yes' indicating that CAS has been completed.
- The list of candidates displayed are Diploma and Retake categories only.
- Retake candidates who did not complete their CAS in the Diploma session, will appear in the list displaying as NO.
- All CAS status' must be confirmed and submitted to IB by the Diploma Programme coordinator.