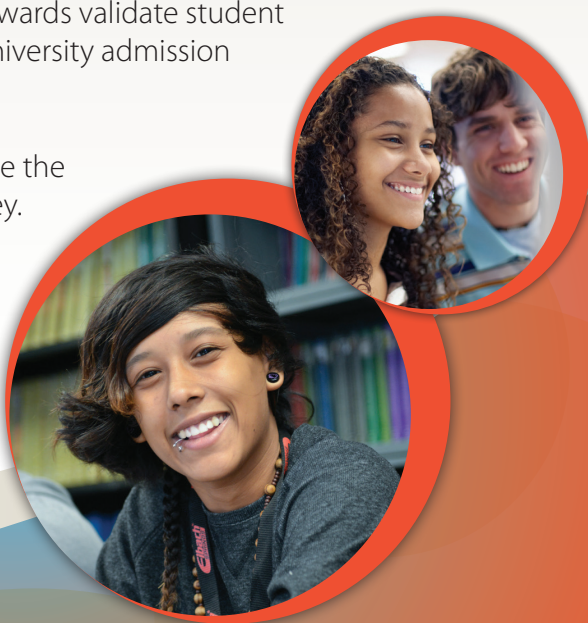# 10 STEPS TO SUCCESSFUL MYP PERSONAL PROJECTS

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.

Students use the engagement with practical explorations to write a report that is assessed by their supervisor and then externally moderated by the IB to ensure a globally-consistent standard of excellence.

The personal project is an integral part of the **MYP certificate**. MYP schools with year 5 students must register all their students for personal project moderation. If students do not participate in the full range of MYP eAssessments, they will receive IB **MYP course results** for their personal project. 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) Simplified and Chinese (Mandarin) Traditional, 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 *MYP Assessment Procedures*.

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 supervise 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. Supervisors also mark the completed personal projects to the school's internal standard.

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 *MYP Assessment Procedures*.

6 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. 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, to a structure that follows the assessment criteria. The report includes a bibliography and evidence from the process journal that documents students' development and achievements.

7 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

• evidence of product/outcome

• 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.

8 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.

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

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 will result in an adjustment of achievement levels for all student.

10 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, or above, 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	20 July
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 Programme Resource Centre and the IBIS library) provide detailed guidance:
- *MYP Projects guide* (2014)
- *MYP Projects teacher support materials* (2014)
- *Further guidance for MYP projects* (2016)
- General (subject) reports from previous sessions
- *MYP Assessment Procedures*