

Teacher Checklist for CAS Completion

Please print and mark this checklist for each student completing CAS. This will save time for everyone involved as it assures that you have correctly completed the process.

___ 1. Upon meeting with each student, verify that all activities, including the extended project, are complete. Discuss documentation and check reflections for most recently completed activities. If any activities or projects remain that were not completed, please mark as “not complete.”

___ 2. Click on “Show Hours.” Verify that 150 hours is completed and a reasonable balance for each. See the CAS coordinator with questions about low hours.

___ 3. Click “Show Timeline.” Verify that the student’s activities span an entire 18 months and that dates—especially the year—are entered correctly. A red “X” will indicate that a student-inputted “end date” for an activity precedes the “begin date.”

___ 4. Verify that each learner outcome has been reached at least once. If not, address the missing learner outcome directly with the student, and edit the corresponding activity to indicate that the student has satisfied the missing learner outcome.

___ 5. Verify reflections are appropriate in length and number. The minimum total number should be at least twenty, and reflections should be spread out reasonably across the eighteen months.

___ 6. If you required that students write CAS essays, verify that the student has CAS posted these essays in the section “CAS documents.” Briefly review these for quality.

___ 7. Fill out a printed rubric for each student. Make sure the student’s full name and the CAS advisor’s name is at the top of each form.

___ 8. Log a final CAS interview in managebac indicating pass/fail.

___ 9. Write a “Final Interview” message on managebac that documents completion of CAS. Be sure that you click the box, “**Yes, log this note as an interview,**” so that it appears on the official meeting documentation form. If the student fails CAS, please see the coordinator ASAP.

___ 10. You may click the “Student has completed CAS programme” checkbox when done. If not, I will do it for you upon reviewing each student’s file.

___ 11. Bring the following to the CAS coordinator **no later than March 28th**:

___ A. the marked rubric verifying completion of CAS

___ B. the folder containing all other documentation and artifacts student may have provided you, such as photographs and personal logs