Checklist for teachers at the beginning of the process

Teachers should use the following checklist when preparing for the internal assessment component.

Download the zip file from the online curriculum centre (OCC).	
Check the internal assessment feedback forms (IAFs) from previous examination sessions.	
Read recent computer science subject reports.	
Look at any threads about internal assessment on the OCC.	
Use the correct internal assessment criteria.	
Provide students with the internal assessment criteria.	
Carefully explain the internal assessment (solution) and each of the criteria to the students.	
Discuss the ethics of research, for example, confidentiality and copyright.	
Provide each student with a student checklist.	
Set internal deadlines for the various stages of development of the internal assessment.	

Checklist for teachers during the process

Teachers should use the following checklist when students are preparing the internal assessment component.

Analyse exemplars of solutions provided in the teacher support material.	
Allow class time to discuss issues related to the solution.	
Organize regular one-to-one time to discuss individual ideas linked to the solution.	
Allow class time to work on the solution.	
Regularly monitor the progress of student work.	
Regularly monitor the progress of the student checklists.	
Check the draft and make suggestions for improvement.	

Checklist for teachers at the end of the process

Teachers should use the following checklist and refer to "Components of the solution" in the "Internal assessment" section in the *Computer science guide* when preparing to submit the internal assessment for moderation.

Ensure each student has completed his or her individual student checklist.	
Ensure each student has used the cover page to act as a switchboard for the solution.	
Make sure that the marks have been submitted to the Diploma Programme Coordinator along with the solution. It is advisable to keep a copy of the work.	
Check that the correct marks have been forwarded to the Diploma Programme Coordinator.	
Complete *Form 4/PSOWCS* for the sample selected by IB Answers.	
Check that the student work for submission corresponds to the list provided by the Diploma Programme coordinator.	
Ensure the sample arrives with the moderator by the deadline stated by IB Answers.	