



CAS HANDBOOK

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INTRODUCTION

The International Baccalaureate (IB) aims to develop inquiring, knowledgeable and caring young people who help create a better and more peaceful world through intercultural understanding and respect. The IB Diploma Programme (DP) curriculum is made up of six subject groups and the DP core. The core consists of Theory of Knowledge (TOK), Extended Essay (EE) and Creativity, Activity and Service (CAS). The DP core aims to broaden students' educational experience and challenge them to apply their knowledge and skills. CAS has an important role in this.

CAS: CREATIVITY, ACTIVITY, AND SERVICE

CAS is designed to strengthen and extend students' personal and interpersonal learning. CAS engagement complements a challenging academic programme in a holistic way, providing students with opportunities for self-determination, collaboration, accomplishment, and enjoyment. CAS is organised around the three strands of Creativity, Activity, and Service, defined as follows:

- **Creativity:** exploring and extending ideas leading to an original or interpretive product or performance (= making something, arts).
- **Activity:** physical exertion contributing to a healthy lifestyle (= breaking a sweat, sports).
- **Service:** collaborative and reciprocal engagement with the community in response to an authentic need (= helping others).

Engaging in CAS enables students to demonstrate attributes of the IB learner profile in real and practical ways, to grow as unique individuals and to recognise their role in relation to others. Students develop skills, attitudes, and competencies through a variety of individual and group experiences. These experiences provide students with opportunities to explore their interests and express their passions, personalities and perspectives.

CAS PROGRAMME

The CAS programme begins at the start of the Diploma Programme and continues regularly, with a reasonable balance between Creativity, Activity, and Service. Students engage continuously with CAS throughout their DP1 and DP2 years, for at least 18 months. They choose their own content of the programme, within the criteria described in this Handbook.

CAS EXPERIENCES

Students engage in a variety of CAS experiences involving one or more of the three CAS strands (Creativity, Activity, and Service). A CAS experience can be a single event or an extended series of events. Students work actively on CAS throughout their Diploma Programme - as a guideline, students should submit a CAS experience once per month.

Some examples of CAS experiences:

- Creativity: making a painting; learning and playing a song on the piano; designing a poster; writing an essay.
- Activity: running; taking a tennis class; playing basketball; going for a hike in the forest.
- Service: volunteering at a pet shelter; helping a teacher out at school.

It is also possible to combine two or three of the CAS strands in a single experience. For example: performing a song on request at a school assembly (Creativity & Service); volunteering to go for a walk with a shelter dog (Service & Activity).

CAS PROJECT(S)

In addition to carrying out CAS experiences, students undertake at least one CAS project. A CAS project should meet the following criteria:

- The duration is at least one month, from planning until the completion of the project;
- The student works collaboratively, together with others;
- The student works towards a goal;
- The project involves one or more of the three CAS strands.

CAS projects challenge students to show initiative, demonstrate perseverance, and develop collaboration, problem-solving, and decision-making skills.

Some examples of CAS projects: training and preparing for a competition with a sports team (Activity); organising and decorating a school event (Creativity & Service); training for and delivering a dance performance (Activity & Creativity).

LEARNING OUTCOMES

While engaging in CAS through undertaking experiences and projects, students work on seven Learning Outcomes. All seven Outcomes must be covered at least once by the end of the Diploma Programme. The Learning Outcomes are as follows:

1. **Identify own strengths and develop areas for growth** (*find out what you are good at and what you would like to improve*);
2. **Demonstrate that challenges have been undertaken, developing new skills in the process** (*show that you are taking on challenges and learning new things*);
3. **Demonstrate how to initiate and plan a CAS experience** (*show how you prepare and design your experiences*);
4. **Show commitment to and perseverance in CAS experiences** (*show that you are committed to CAS and keep going, even if it is challenging*);
5. **Demonstrate and recognize the benefits of working collaboratively** (*show that you can work with others and see the advantages of working together*);
6. **Demonstrate engagement with issues of global significance** (*show that you work with global issues such as poverty, social equality and the environment*);
7. **Recognize and consider the ethics of choices and actions** (*reflect on making right choices and moral behaviour*).

CAS COORDINATOR & INTERVIEWS

The CAS coordinator manages the CAS programme. The coordinator provides the students with all the information they need in order to have meaningful, joyful and successful CAS engagements.

At the beginning of the DP1 year, the coordinator will give an introductory presentation about CAS. Throughout the Diploma Programme, the CAS coordinator will meet with all students for a minimum of three *CAS interviews*. The interviews are used for providing information, evaluating the students' progress, and planning next engagements. The last interview also focuses on the final assessment of the students' CAS engagement. The interviews typically take place at the beginning of the school year in DP1 (September), at the end of the DP1 year (May), and in April of the DP2 year. In this way, the CAS programme is scheduled to finish before the student takes their final exams (or if CAS is not completed yet, the student has some time for the final adjustments).

In addition to the introductory presentation and CAS interviews, the CAS coordinator is present to continually guide the students' engagement in CAS. The CAS coordinator advises on relevant experiences and projects and provides examples and inspiration. The coordinator assesses all submitted experiences and provides feedback.

AUDENTES INTERNATIONAL SCHOOL CAS ENGAGEMENTS

Our school provides a range of opportunities for students to engage in CAS. Some examples are: writing for the school newspaper; helping with school social media accounts; performing at school assemblies; playing sports with a sports club or at the Audentes sports centre; joining drama club; learning new skills on school outings; participating in a Christmas charity project. In addition to opportunities within the school, the CAS coordinator and the teachers actively provide students with ideas they can use for CAS.

ASSESSMENT

CRITERIA FOR CAS ENGAGEMENTS

Each CAS experience and project should involve at least one of the CAS strands (Creativity, Activity, or Service), or a combination of multiple strands. Engagement in CAS takes place outside of the curriculum of other subjects (class assignments cannot be used for CAS). CAS engagements are meant to be meaningful, challenging, and enjoyable: the students chooses experiences that they would enjoy and can learn from.

CAS experiences as well as CAS projects should *not* be:

- Paid work;
- Part of the school curriculum;
- Dangerous;
- Unethical.

CAS PORTFOLIO

All CAS students are expected to maintain and complete a CAS portfolio to showcase their engagement with CAS. At Audentes International School, we use ManageBac to record all CAS engagements. Students submit the following information for each experience or project:

1. **Description** (What did you do? How? With whom?);
2. **Evidence** (Show what you did – this can be pictures of your artwork or hike, a screenshot of your exercise tracking app, an audio file of the song you created, etc.);
3. **Learning Outcomes** (Which of the CAS Learning Outcomes did you work on with this experience?);
4. **Reflection** (Evaluate your experience).

Reflection is an important part of CAS. It invites students to think about their experiences, including what they learn from them and how they develop as a person. Reflections can be written, recorded as an audio message, or presented in a video. Reflections need to include:

- **Evaluation of the experience** (Why did you choose this experience/project? How did it make you feel? What did you learn from it? What would you do differently next time?);
- **Connection of the experience with your chosen Learning Outcomes** (How did the CAS experience/project help you to work toward the Learning Outcomes?).

The CAS coordinator assesses all submissions in the portfolio, throughout the CAS programme in the DP1 and DP2 years.

COMPLETION REQUIREMENTS

The completion of the CAS programme is based on:

1. **Continuous engagement with CAS for 18 months;**
2. **Having three CAS interviews;**
3. **Achievement of the seven CAS learning outcomes;**
4. **Submission of a CAS portfolio.**

Successful completion of the CAS programme is a requirement for the award of the IB Diploma. The CAS coordinator supports students throughout the entire CAS programme and evaluates their final portfolios.