

## CAS Portfolio

You must establish a **CAS Portfolio** where you have to keep all your records of your CAS activities, self-evaluations, and photos or memorabilia from your CAS activities. Every time you're engaged in some CAS activity you must write it down in your portfolio so that you can keep track of what you actually did and when. Your portfolio can be any type of notebook, and you only use the '[CAS self-evaluation form](#)' (**form AEF**) when you have finished an activity (i.e. when you stop doing it).



Each activity you are engaged will contain (most of this information can be included on CAS Form AEF).

- a title
- date/dates/time period
- which aspect(s) of CAS (creativity, action, service)
- number of hours
- description of the activity
- explanation/reflection how you personally developed during this activity
- which aspects of CAS the activity has fulfilled and why
- Photo documentation, responses, acknowledgment
- Name, address, phone number (if possible e-mail) of the supervisor of the activity
- signature of the supervisor

### Examples of entries in your CAS Portfolio

January 25 2002 baby-sitting 2 hours (really enjoyed being with a small kid because I had forgotten how funny they can be + I helped the mother while she was working and I know she needs the help).

January 26 2002 Yoga. 1 hour (fine session, gave me the opportunity to focus on my body and relax, good for my ability to concentrate because my thoughts do not divert so much here. I can use that for my preparation for school and in other situations). I also enjoy going there with my friend. I have made good progress since I started on this activity, because I have learned so many techniques now.

Before starting an activity, you should use the [Proposal Form](#) and bring it to the CAS coordinator, so that you're certain that the activity can be accepted and also the amount of hours you suggest. Come and discuss progress and plans with the CAS coordinator.

At the end of each activity, an activity leader must sign the [CAS Form AEF](#) and evaluate the activity. This form is only valid with a signature and it must be kept in your CAS Portfolio. You are requested to make a self-evaluation based on the questions on the form where you write what you have gained personally (skills, understanding etc.) as a

result of your activity, and how your activity may have been to the benefit of others. This is important because you should always reflect on your activities and a very essential part of CAS is self-reflection. This is why you're asked to make a two first-year evaluation reports where you write what you've done and what you have experienced doing that before the end of your first year doing CAS. On top of this, you should fill in a summary of the hours using [the summary form \(form SFS\)](#). The summary form should also be used at the end of year two together with your final evaluation report.



Each diploma student must write two self-evaluation reports in the first year(junior) and a final self-evaluation at the end of the two-year programme. Both reports should relate closely to the performance criteria known from the individual activity self-evaluations. The first year evaluation reports constitutes a summary of your CAS experiences during your first year in IB where you're also invited to reflect on what you have been doing using the questions from the CAS self-evaluation forms. The report should be written in essay form and you're invited to include photographs or other items to illustrate the activities. It may be an advantage to divide the evaluations into the different categories of C, A, and S.

At the end of year 2, the students are asked to critically reflect on the entire CAS experience in this final self-evaluation report. See the guidelines about first year evaluation report above. Your final CAS evaluation report must be handed in to the CAS coordinator in Mid-February. A precise date will be given. The paper may be valuable for applications at colleges and universities and it is advised to enclose it with your application.

Each candidate must meet the CAS requirement in addition to the other mandatory components for the award of the diploma. Failure to satisfy the requirement of CAS will normally result in no diploma being awarded, i.e. you'll only have certificates for your IB subjects. This indicates the importance of CAS in the IB system. Reminder: Failure to complete the CAS component of IB is the primary cause of candidates not receiving the IB diploma.

You have to complete **150 hours** of CAS activities during the two years. The activities are centred on C (creative activities), A (action, i.e. sports etc.) and S (service, i.e. community service or other kinds of service in e.g. international organisations, work with refugees etc.). It is advised to consult the CAS coordinator when you are unsure of whether an activity is truly CAS.



**Trouble finding CAS activities? See your CAS coordinator!**

Also check our homepage for addresses for voluntary work.

If you already participate in sports, music, dancing, theatre etc. every week you can have CAS points for that, but the general idea is that you're supposed to develop new skills and experience other areas of activity than the usual ones. Why not consider doing something new with your new friends from IB? Why not create your own unique CAS activity? See a problem in our community and work to solve it!!

**CAS could be the following...but also a lot of other things.**

- Physical assistance to elderly people (service)
- Physical assistance to handicapped people, e.g. in sport (service)
- Assisting children with homework or playing with children in a refugee organisation (service).
- Helping elderly people (service).
- Working in an animal shelter (service).
- Tutoring fellow students in e.g. math and languages (service).
- Establishing and coaching a sports team (action and service).
- Active participation in sports (action).
- Doing dance, theatre, music, art (creativity).
- Collecting money for charity (service).
- Fund-raising by making a cultural/musical evening in school and giving the money for charity or a project (service+action).
- Working in a summer camp for children (service+action+creativity)
- Working with handicapped people (service)
- Working in international organizations such as Red Cross (service)



**CAS is not**

- Any class, activity or project, which is already part of the student's Diploma Programme.
- An activity for which a student is personally rewarded either financially or with some benefit (unless this benefit is passed on in full to a worthy organisation).
- Doing simple, tedious and repetitive work.
- Working in an old people's home or children's home when the student
  - Has no idea of how the home operates
  - Is just making sandwiches
  - Has no contact with the old people or children
- A passive pursuit (a visit to a museum, the theatre, art exhibition, concert etc.) unless it clearly inspires work in a related activity in which the student is already engaged.
- All forms of duty within the family.
- Religious devotion and any activity, which can be interpreted as proselytising.
- Fund-raising with no clearly defined end in sight.
- Any activity where there is no leader or responsible person on site to evaluate and confirm the student performance.
- Activities which cause division amongst different groups in the community.

#### **Rules for CAS, CAS diary and CAS file.**

- The CAS diary must be kept up to date and all papers concerning CAS activities (member cards to gyms, written evaluations, contracts with Institutions etc.) should be kept together with each activity entrance in the diary and the documentation. Your personal CAS file is in the office of the CAS coordinator but you will have the possibility to add new forms about once a month.
- You must discuss activities and have them approved by the CAS coordinator using the approval form before you start an activity. If not, You risk that your hours will not be accepted as CAS.
- All activities involve a CAS form where you make a self-evaluation and the activity leader makes a brief evaluation of you. This must be filled in appropriately as indicated on top of the page. It can be done in Danish.
- The summary must be kept up to date and presented to the CAS coordinator during office hours. Preferably, all relevant and signed CAS forms must be presented at the same time. All relevant CAS papers and forms must be kept in order and put in your file during office hours. It is your responsibility to have signed forms. The CAS file is your documentation for Your CAS activities.