

LSQ CREATIVITY, ACTIVITY, SERVICE (CAS) COMPLETION POLICY

POLICY INFORMATION

Policy Owner	IB Coordinator
Applicable To	CAS Coordinator, IB Students
Last Updated	2025
Next Review Date	2027

Policy Review and Amendment

The Lebanese School Qatar reserves the right to review, amend, or update this policy at any time to ensure alignment with school needs, applicable regulations, accreditation requirements, and best educational practices. Any approved revisions shall take effect from the date of publication unless otherwise specified.

1. PURPOSE

Creativity, Activity, Service (CAS) is a compulsory component of the International Baccalaureate Diploma Programme. CAS is not formally graded; however, successful completion of CAS is required for the award of the IB Diploma. The purpose of CAS is to support students' personal growth through sustained and meaningful engagement beyond the academic classroom.

2. GUIDING PRINCIPLES

At LSQ, CAS is understood as a developmental journey rather than a checklist of hours. Completion is based on the quality, continuity, and authenticity of student engagement over time.

Students are expected to participate in a range of meaningful experiences, complete at least one CAS project, reflect on their learning, and maintain evidence in an up-to-date CAS portfolio.

3. CAS COMPLETION PRINCIPLE

CAS completion at LSQ is not based on collecting the required number of hours. Although hours may be tracked internally for organizational purposes, completion is determined by regular engagement over time, participation in a range of experiences, completion of at least 25 CAS experiences and one CAS project, portfolio evidence, and achievement of the seven CAS learning outcomes.

4. REQUIREMENTS FOR CAS COMPLETION

To be recognized as having completed CAS at LSQ, a student must:

- engage regularly in CAS over at least 18 months during the Diploma Programme, including at least 25 CAS experiences;
- participate in a range of CAS experiences across the programme;
- complete at least one CAS project;
- maintain an updated CAS portfolio;
- provide evidence of engagement, learning, growth, and reflection; and demonstrate the seven CAS learning outcomes across the full CAS programme.

5. CAS EXPERIENCES AND THE CAS PROJECT

A CAS experience may be a single event or an extended series of related activities within one or more of the three CAS strands: Creativity, Activity, and Service.

Every student must also complete at least one CAS project. The project should involve sustained engagement, planning, review, reflection, and meaningful outcomes. Collaboration is encouraged where appropriate.

6. CAS PORTFOLIO REQUIREMENTS

Each student must maintain a CAS portfolio as the central record of the CAS journey. The portfolio should include descriptions of experiences and projects, planning where relevant, evidence of participation, and reflections that demonstrate learning, challenge, growth, and impact.

7. CAS EXPERIENCE AND PROJECT TIMELINE

LSQ requires students to complete at least 25 CAS experiences over the 18-month CAS programme. To support steady progress, students are expected to meet the following minimum submission targets each term:

Year	Term	Minimum requirement
Year 1	Term 1	Submit at least 8 CAS experiences.
Year 1	Term 2	Submit at least 8 CAS experiences and the CAS project proposal.
Year 1	Term 3	Submit at least 4 CAS experiences and begin CAS project implementation. The project does not need to be completed during Term 3 and may continue into Year 2.
Year 2	Across the year	Submit at least 5 CAS experiences and complete the CAS project.

8. MONITORING AND REVIEW

To support steady progress and authenticity, LSQ will monitor CAS through structured checkpoints, including an initial interview, at least one progress review, and a final interview before completion is confirmed.

Students are expected to update their portfolios regularly rather than uploading evidence only at the end of the programme.

9. ROLES AND RESPONSIBILITIES

Students

- engage regularly in CAS;
- choose meaningful and appropriate experiences;
- complete at least one CAS project;
- maintain an honest and up-to-date portfolio;
- reflect thoughtfully on learning, challenge, and growth; and
- attend required CAS meetings and respond to feedback.

CAS Coordinator / CAS Advisor

- guide students in understanding CAS expectations;
- monitor progress over time;
- review portfolios, reflections, and evidence;
- conduct interviews and checkpoints; and
- confirm whether students have met the requirements for completion.

School

- provide structures and scheduling that allow regular CAS engagement over at least 18 months;
- ensure that students and parents understand CAS expectations; and maintain procedures that support authenticity, consistency, and student success.

10.COMPLETION CRITERIA

A student will be recorded as having successfully completed CAS at LSQ when the CAS coordinator confirms that the student has met the required elements of participation, project completion, portfolio quality, and demonstration of the seven CAS learning outcomes.

11. INCOMPLETE CAS

CAS may be considered incomplete if a student shows long gaps in engagement, fails to complete the required CAS project, does not maintain a credible portfolio, or cannot provide sufficient evidence of the learning outcomes.

Because CAS is a required component of the Diploma Programme, incomplete CAS places diploma eligibility at risk.

12. REFERENCE BASIS (OFFICIAL IB SOURCES)

This policy was prepared in alignment with current official IB CAS guidance and programme standards.

Creativity, activity, service (IBO)

CAS project guidance (IBO)

Programme standards and practices (IBO PDF)