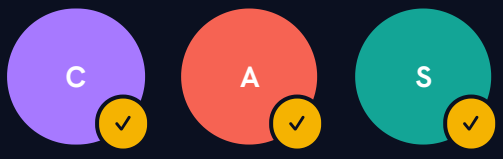
Powstik

FREE FOR SCHOOLS · 2026 EDITION

The 2026 IB CAS Toolkit

3 plug-and-play policy templates for CAS evidence, supervisor sign-off and AI use. Edit them, adopt them, share them with your staff.



powstik.com/portfolios/ib-cas

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START HERE

How to use these templates

CAS works best when everyone knows the rules before the first experience starts. These three templates give your school a clear, shared starting point. They are written to be edited.

1. **Read them with your CAS team.** Your coordinator, a supervisor or two, and a school leader.
2. **Check them against the current IB CAS guide.** The IB updates its guidance. Your school's policy must follow the current guide, not this toolkit. Where they differ, the guide wins.
3. **Fill in the gaps.** Replace every **[School name]**, **[Coordinator]** and other bracketed placeholder. Delete anything that does not fit your school.
4. **Agree and publish.** Share the final versions with students, families and supervisors at the start of the programme.
5. **Review once a year.** Put a date in the calendar.

What is inside

Template	Use it to
1. CAS Evidence & Reflection Standard	Agree what counts as evidence, when it is added and where it is kept.
2. Supervisor Sign-off & Integrity Policy	Agree who may confirm an experience, how to handle conflicts of interest, and what a confirmation means.
3. AI Use & Authenticity Policy	Agree how students may and may not use AI tools in reflections and portfolios.

> These templates refer to the three CAS strands (Creativity, Activity, Service), the CAS learning outcomes and the CAS project in general terms only. They do not repeat or replace IB documents.

You may copy, edit and share these templates inside your school. No sign-up needed.

TEMPLATE 1

CAS Evidence & Reflection Standard

School: [School name] · **CAS Coordinator:** [Coordinator] · **Adopted:** [Date] · **Review by:** [Date]

1. Purpose

This standard explains what [School name] accepts as evidence of a CAS experience, when evidence should be added, and how it is kept safe. It applies to every student in CAS and to the CAS project.

2. The three strands

Creativity
Making, designing, performing, exploring ideas.

Activity
Physical effort that supports a healthy life.

Service
Working with others on a real, agreed need.

Each experience should be linked to one or more strands and to the CAS learning outcomes it helped the student show. Use the wording in the current IB CAS guide for the learning outcomes.

3. What counts as evidence

Evidence shows what the student actually did. At [School name] we accept:

Type	Good examples	Not enough on its own
Photo	The student doing the work, or what they made, with a short caption.	A stock image, or a photo with no link to the student.
Video	A short clip of a rehearsal, a session, a talk or the finished result.	A clip found online.
Voice note	A spoken reflection, recorded soon after the experience.	A reading of a script written by someone else.
Written reflection	The student's own words: what happened, what was hard, what they learned, what they will do next.	A list of tasks with no thinking about them.
Documents	A plan, a poster, a log, a letter from a partner organisation.	A document the student did not help to make.

Every experience needs at least one piece of evidence and one reflection. A supervisor confirmation (Template 2) is required for [all experiences / experiences over [number] hours / the CAS project — choose one].

4. Timing

- **Plan first.** Students record a short plan before a new experience starts: what, with whom, which strand, and what they hope to learn.
- **Add evidence as you go.** Evidence should be added within [7] days of the session it shows. Evidence added much later must say why.
- **Reflect while it is fresh.** A short reflection after key moments, not one long reflection at the end.
- **Check-ins.** The coordinator reviews progress with each student at least [three] times: near the start, around the middle and before the end of the programme. Dates: [Date], [Date], [Date].
- **Early warning.** By [month], each student should have started experiences in all three strands. The coordinator contacts any student who has not.

5. Good reflection

A good reflection is honest and specific. It can be short. It helps if it answers some of these:

- What did I actually do?
- What went well? What went wrong?
- What did I learn about myself or other people?
- Which learning outcome does this show, and how?
- What will I do differently next time?

6. Storage and privacy

- Evidence is stored in [system or platform name], which [School name] has approved.
- Photos and videos of other people, especially children or vulnerable adults met through service, need their permission (or a parent's or the partner organisation's) before they are added. If in doubt, leave faces out.
- Never upload private information about other people, such as health details or home addresses.
- Students keep their own copy of their CAS record. The school keeps records for [period] after the student leaves.

7. Who to ask

Questions about this standard go to [Coordinator], [email or room].

CAS Coordinator

School leader

TEMPLATE 2

Supervisor Sign-off & Integrity Policy

School: [School name] · **CAS Coordinator:** [Coordinator] · **Adopted:** [Date] · **Review by:** [Date]

1. Purpose

A supervisor's confirmation tells the school that a CAS experience really happened as the student describes. This policy explains who may confirm, what a confirmation means, and how we keep confirmations honest.

2. Who may confirm

A supervisor is an adult who saw the student take part, for example:

- a teacher or staff member who ran or watched the activity;
- a coach, instructor or club leader;
- a person at the partner organisation for a service experience.

Before the experience starts, the student names the supervisor and the coordinator approves them. Supervisors outside the school give their name, role, organisation and an email or phone number.

3. Who may not confirm

- **The student themselves.** No one may confirm their own experience.
- **Family members** of the student, unless the coordinator agrees in writing before the experience starts and records why.
- **Other students**, including students in leadership roles.
- **Anyone who did not see the work.** A confirmation is not a favour.

4. Conflicts of interest

A conflict of interest is any reason a supervisor might find it hard to be fair, such as being a close friend of the family or being paid by the student. Supervisors tell the coordinator about any conflict. The coordinator then decides whether to approve another supervisor. Decisions are recorded.

5. What a confirmation means

> **When I confirm an experience, I am saying:** I saw this student take part. The description and evidence match what I saw, to the best of my knowledge.

A confirmation does **not** grade the work, and it does not judge the student's reflection. Supervisors may add a short comment. If something does not match what they saw, they should not confirm, and should tell the coordinator.

6. Timing

- Supervisors are asked to confirm within [14] days of the request.
- If a supervisor cannot be reached, the student tells the coordinator, who decides what other evidence is acceptable.

7. Keeping it honest

- The coordinator checks a sample of confirmations each term, for example by contacting [number] supervisors.
- Confirmations that look unusual, such as many confirmed at once, or a supervisor confirming for many students they did not work with, are looked at by a person before any decision is made.
- False evidence or a false confirmation is treated under the school's academic integrity policy: [policy name and link].
- A confirmation that turns out to be wrong can be withdrawn. The record shows who withdrew it, when and why.

8. Safeguarding

Service with children or vulnerable adults follows [School name]'s safeguarding policy: [policy name]. Supervisors in these settings must hold the checks your school and country require.

9. Contacts

CAS Coordinator: [Coordinator], [email]. Safeguarding lead: [name], [email].

CAS Coordinator	School leader

TEMPLATE 3

AI Use & Authenticity Policy for CAS

School: [School name] · **CAS Coordinator:** [Coordinator] · **Adopted:** [Date] · **Review by:** [Date]

1. Why this matters

CAS is about what students actually do and what they learn from it. AI tools can write fluent text in seconds, but they cannot have the experience for you. A reflection only has value if it is the student's own thinking. This policy follows [School name]'s wider academic integrity and AI policy: [policy name]. Check both against current IB guidance on academic integrity and AI.

2. The basic rule

> **The experience must be real, the evidence must be genuine, and the reflection must be in your own words.**

3. What is allowed

- Using AI to **brainstorm ideas** for experiences or the CAS project.
- Using AI to **plan**: timelines, checklists, budgets.
- Using AI to **check spelling and grammar** in a reflection you have already written.
- Using AI **as part of the experience itself**, when that is the point (for example, a coding or design project), as long as you say how you used it.

4. What is not allowed

- Asking AI to **write or rewrite a reflection** for you.
- Using AI to **create evidence**: made-up photos, edited images, fake documents or invented logs.
- Using AI to **describe an experience you did not have**, or to make an experience sound bigger than it was.
- Passing off AI-written text as a supervisor's comment.

5. Saying how you used AI

If you used an AI tool in a way that is allowed, add a short note to the entry, for example:

> *"I used [tool] to make a training plan for weeks 1–4. I changed it after week 2 because it was too hard. The reflection is my own."*

6. Voice and video reflections

Students may give some reflections as a voice note or short video instead of writing. These are often the most honest. [School name] encourages at least [number] spoken reflections during the programme.

7. If we have concerns

- The coordinator talks with the student first. A conversation about the experience usually makes things clear.
- Software that claims to detect AI text is not used as the only reason for a decision.
- If a reflection is found not to be the student's own, they rewrite it in their own words. Repeated or serious cases follow [policy name].

8. For supervisors and staff

- Confirm only what you saw (Template 2). Do not use AI to write confirmations or comments in your name.
- If a student's evidence looks generated or edited, do not confirm. Tell the coordinator.

9. Student agreement

I have read this policy. My CAS experiences are real, my evidence is genuine and my reflections are my own words.

Student name and signature	Date
CAS Coordinator	Date

Notes and contact

Trademark and independence

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Use of this toolkit

These templates are a starting point, not legal or IB advice. Each school is responsible for its own policies. Always align your final policies with the current IB CAS guide and your local laws on safeguarding and data protection.

You may copy, adapt and share these templates within your school and with other schools, free of charge.

Contact

Powstik Innovations Private Limited, Bengaluru, India.
Website and pilot workspaces: **powstik.com/portfolios/ib-cas**
Questions: **powstik.com/contact**

OPTIONAL

About Powstik (optional)

You do not need Powstik to use the three templates. If you want a place to run CAS, this is what it does today.

How it works

1. **The student logs an experience.** A photo, video, voice note or a few lines, tagged with its strand and the learning outcomes it shows.
2. **The supervisor confirms in one tap.** They open a private link, see the evidence and confirm. No account and no login. Students cannot confirm their own work.
3. **The coordinator sees the gaps.** One dashboard shows each student's strands, outcomes, project and sign-off queue.

Who gets what

Students	A record they keep and print. Their confirmed work also becomes their own Trophy Case. Free.
Supervisors	A one-tap confirmation, no account. Free.
Coordinators	The cohort view: roster, gaps, the sign-off queue, interviews and the completion checklist.
Principals	A one-page summary of the cohort for each term, and an evaluation pack to print.
IT	A Data Processing Agreement and setup notes for your IT team.

Each CAS requirement, and where it lives

Requirement	In Powstik
Three strands	Every experience is tagged Creativity, Activity or Service. The dashboard counts confirmed work in each.
Seven learning outcomes	Students tag the outcomes. The supervisor ticks the ones they saw. The coordinator sees which are still missing.
CAS Project	A project check shows whether each student has a confirmed project, with its dates and whether it was done with others.
Reflections	Each experience can hold a reflection. Reflections are private to the student and their school staff, never public.
Three interviews	The coordinator records each interview against the school's dates.
Completion	A completion checklist per student. A person at the school makes the decision and it can be exported as a CSV.

Beyond CAS: the rest of the DP core

It runs alongside ManageBac or Toddle and covers CAS, EE, ToK, IAs and projects. A record of process in Powstik's own layout; it does not replace the IB's own forms.

Extended Essay	Research question, three supervisor check-ins with reflections, the full draft and the final submission, each confirmed by the supervisor.
Theory of Knowledge	The exhibition (prompt, three objects, commentary) and the essay, with teacher check-ins.

Internal Assessments	One process record for any subject: proposal, method or data, draft, teacher check-in, authentication.
MYP and CP projects	A dated process journal, three supervisor meetings, and the exhibition or presentation.
AI-use declaration	On every DP-core step, and shown to the supervisor before they confirm.
For the coordinator	Tabs for CAS, EE, ToK, IA and Projects, with flags for a missed check-in, a missing AI-use declaration and work awaiting authentication. A CSV per part and a Process & Authenticity Record per student.

Why you can trust the record

- Your school owns the record, and each student keeps their own.
- Students under 18 are never public.
- Each confirmation is signed, so anyone can check who confirmed what, and when.
- Exports and share links are written to an audit log.
- Your export is never paywalled.
- No ads. Ever.

Price

Start with a 31-day free trial. No card is needed, and the clock starts at your first student invite. Then $99 a month, locked, for the first 100 schools that join by 31 December 2026. After that, $199 a month for up to 180 DP students, or $299 above that. A year costs 10 months. Students and supervisors are always free.

Find out more

- Start your free trial: **powstik.com/school/start**
- Overview and module brochures (PDF): **powstik.com/brochures/ib-overview.pdf**
- Tour the dashboard with sample data, no sign-in: **powstik.com/school/demo**
- The student path: **powstik.com/paths/ib-cas-portfolio**

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