

Agenda: Middle Years Programme verification visit (MRSM Balik Pulau)
Day 1 -30/4/18

Approximate time	Objective	Who	Venue
0700 - 0730	Journey from hotel to MRSM Balik Pulau	Mr Suffian, Ms Irma & IB Warriors	Hotel foyer
0730 – 0745	Welcoming ceremony	IB Warriors & Performing Arts Team	School Foyer
0745-0800	Time for team to settle	Mr Ibrahim	School Foyer
0800-0815	Introductory meeting with all MYP Teachers	All teachers	Conference Room
0815 – 0900	Meeting with head of school	Mr Abu Zaki	Conference Room
0900 – 0945	Meeting with MYP Coordinator	Mr Ibrahim	Conference Room
0945 – 1000	Break	Ms Maisurah	Conference Room
1000 – 1045	Tour of school facilities	IB Warriors	Conference Room
1045 – 1130	Class Observation	Mr Ibrahim	Classes/Labs
1130 – 1215	Global Context Leaders	Mr Norfairizam, Ms Noraini, Mr Zul & Mr Syafiq	Conference Room
1215 - 1315	Lunch	Ms Maisurah	Café
1315 - 1400	Meeting with students	Mr Ibrahim & Ms Irma	Dewan Sri Gemilang
1400 - 1430	Mathematics	All Mathematics teachers	Conference Room
1430 - 1500	Sciences	All Science teachers	Conference Room
1500 - 1515	Break	Ms Maisurah	Conference Room
1515 - 1545	Language and literature	All Language and Literature teachers	Conference Room

Approximate time	Objective	Who	Venue
1545 - 1615	Time for team to review documents submitted on site	Ms Suria & Ms Saliyah	Conference Room
1615 - 1700	Meeting with parents and/or school board	PTA and Top Management	Conference Room
1700 - 1730	Journey from MRSM Balik Pulau to Hotel	Mr Ibrahim	School Foyer

Day 2- 1/5/18

Approximate time	Objective	Who	Venue
0715 - 0745	Journey from hotel to MRSM Balik Pulau	Mr Ibrahim	Hotel foyer
0745 - 0800	Time for team to settle	Mr Ibrahim, Ms Nani	School Foyer
0800 - 0830	Design	All Living Skills & Computer Science teachers	Conference Room
0830 - 0900	Arts	All Arts teachers	Conference Room
0900 - 0945	Class observation	Mr Ibrahim	Classes/Labs
0945 - 1000	Break	Ms Maisurah	Conference Room
1000 - 1030	Individual & Societies	All Geography, History and Islamic Studies teachers	Conference Room
1030 - 1100	Physical and health education	All Physical and health education teachers	Conference Room
1100 - 1130	Language Acquisition	All Language Acquisition teachers	Conference Room
1130 - 1200	Educational support staff	Mr Basit, Mr Zuraimi	Conference Room
1200 - 1300	Lunch	Ms Maisurah	Café
1300 - 1330	Librarian	Ms Maziah, Ms Aimi & Ms Yuriati	Conference Room
1330 - 1400	Personal Project	Ms Noraini	Conference Room
1400 - 1530	Visiting team meeting to prepare for exit meeting	Mr Ibrahim	Conference Room

Approximate time	Objective	Who	Venue
1530 - 1630	Exit meeting with head of school and MYP coordinator	Mr Abu Zaki & Mr Ibrahim	Conference Room