IBSC Action Research Program

Role and Responsibility Statement for IBSC Action Researchers

As a member of the 2027–28 IBSC Action Research cohort, each researcher must fulfill these expectations.

- Have your school fund travel, accommodations, and conference registration costs for the 2027 IBSC Annual Conference and action research training at The Scots College, Sydney, Australia, and the 2028 IBSC Annual Conference at Crescent School in Toronto, Canada.
- Read the required chapters in Action Research: A Guide for the Teacher Researcher (6th ed.) by Geoffrey E, Mills before attending the conference to expand your knowledge of action research methodology, particularly your understanding of qualitative research.
- Read a range of resources around the topic and discuss these with your team advisor and fellow researchers.
- Participate in regular, guided online discussions ahead of the conference, focusing on the action research process and the research topic. Researchers must complete short, online modules based on these readings and discussions, which will guide the development of your final research proposal and help you conduct your research project.
- Keep current with all announcements by email, on WhatsApp, or through the IBSC site on Canvas LMS. Team members share information about the action research process and your individual research projects using the group's chosen platforms.
- Promptly respond to emails from IBSC Action Research Coordinator and Team Advisors.
- Engage in meaningful online relationships with fellow researchers using various social media platforms such as WhatsApp and Canvas and participate in regular

online discussions through Zoom or Microsoft Teams at times set by your team advisor.

- Maintain regular contact with your school mentor to update them on your progress and seek advice if you experience any difficulties. We recommend scheduling a weekly or fortnightly meeting with your mentor to facilitate regular contact.
- Undertake an action research project in your school that focuses on the implementation and evaluation of either a new strategy or a planned change to an existing strategy from August to December 2027.
- Actively participate in regular, online discussions during the project period and meet the deadlinesset for completing each stage of the research. If a researcher misses two or more deadlines, you may be asked to leave the program.
- Produce a final research report (3,000–5,000 words) that applies and honors the principles of action research and ensures that research methods address the research question. Submissions prior to this will include the research plan, action plan and data collection instruments, literature review, and analysis and discussion of results. The final submission is the report.
- Ensure the final report is well written, correctly referenced (using APA7 referencing), and rigorously edited, following the IBSC Action Research Report Style Guidelines, to ensure the final report meets the highest quality required for publication. Reports failing to meet these requirements will not be published.
- Create a 2–3-minute video outlining your action research project. This video will be posted on the IBSC website.
- Present a 30-minute workshop sharing highlights of your project at the 2026 IBSC Annual Conference. The presentation will be published with the report on the IBSC website as a resource for educators.

In addition to time spent undertaking action research in your school, researchers will spend 3–4 hours per week on average participating in online discussions with fellow researchers, reading and researching, and preparing submissions for your research report. It is important for the head of school and the researcher to consider this carefully before accepting the cohort invitation.

Program Timeline

Starting in February 2027, researchers actively engage in the program.

- February 2027: Researchers are invited to participate in the online IBSC Action Research course delivered through Canvas and to submit a short biography and photo to the course site. Researchers attend an online orientation session to familiarize them with the course site and online communication channels.
- March–June 2027: Researchers engage with the online course resources and complete selected readings on the action research process and the research topic. Researchers complete short, online activities based on the resources and readings, which guide the development of their final research proposal. The recommended text for the program is Action Research: A Guide for the Teacher Researcher (6th Ed) by Geoffrey E. Mills.
- May 2027: Researchers are allocated to one of four teams and are contacted by their Team Advisor.
- June 2027: Attend the 2027 IBSC Annual Conference, The Scots College, Sydney, Australia.
    - Researchers attend a two-day orientation and training program. Training starts at 9:00 AM on June 28, and concludes at 2:00 PM on Sunday, June 30.
    - Researchers attend the 2027 IBSC Annual Conference June 30–July 1.
- July/August 2027–May 2028: Supported online through the stages of the project by a team advisor and fellow researchers, researchers undertake an action research project in their school. They actively participate in regular online discussions during the project period and meet the deadlines for completing the stages of research and presentation of findings. Researchers must submit a detailed research plan by late July 2027, so please factor this deadline into any post-conference plans.
- April 2028: Researchers produce a short video detailing highlights of their action research project for the IBSC website.
- May 2028: Researchers submit their action research findings as a 3,000– 5,000-word report. The researcher must ensure the report is formally edited and correctly referenced, using APA7 guidelines. IBSC reserves the right to further edit the final report to publish on its website. We encourage participants to publish or present their projects elsewhere with appropriate acknowledgment of

IBSC as the sponsoring organization.

- June 2028: Attend the 2028 IBSC Annual Conference, Crescent School, Toronto, Canada.
    - Researchers meet with their team advisor and fellow researchers on June 24, the day before the 2028 IBSC Annual Conference starts, to practice and finalize their presentations.
    - Researchers attend the 2028 IBSC Annual Conference at Crescent School, June 25–28, to present their research findings in workshop sessions.

Amy Ahart
IBSC Chief Operating Officer

Di Laycock
IBSC Action Research Program Coordinator

I, _____ <print name>, understand and accept the responsibilities of the 2027/2028 IBSC Action Research program.

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Signature Date