

IB Business Management Internal Assessment guide - IA checklist

Criterion A. Integration of a Key Concept (5 marks)

Checklist Item	Completed (✓ /n/a)	Notes/Feedback
Key concept (change, creativity, ethics, sustainability) appears on cover page		
Concept is directly relevant to the research question		
Key concept is defined and included in introduction		
Key concept appears throughout in bold		
Only the chosen key concept is used (others excluded)		
Key concept relates to Business Management content		
Key concept referenced in conclusion to answer RQ		
Clear connection between RQ and key concept throughout		

Criterion B. Supporting Documents (4 marks)

Checklist Item	Completed (✓ /n/a)	Notes/Feedback
3–5 supporting documents included		
Documents directly relevant to research question		
Range of ideas/views covered; sufficient depth		
At least one internal and one external document		
Primary research only if necessary and adds value		
Documents are recent (within 3 years)		
Audio/video: reliable, transcribed, cited		
Non-English: translated with both versions attached		
Relevant parts highlighted		
Each document ≤ 5 A4 pages where possible		
Clearly labeled (e.g., Supporting Document 1)		
Fully and accurately recorded in bibliography		
Documents merged into single PDF for IB upload		
Additional sources for theories/tools cited		

Criterion C. Tools and Theories (4 marks)

Checklist Item	Completed (✓ /n/a)	Notes/Feedback
Relevant business management tools/theories included		
Quantitative tool/theory applied if possible		
Range of tools/theories used		
Tools/theories directly relevant to RQ		
Clear application to RQ and key concept		
Citations/references for tools/theories included		

Criterion D. Analysis and Evaluation (5 marks)

Checklist Item	Completed (✓ /n/a)	Notes/Feedback
Reasons for issue/problem in RQ included		
Data from each supporting document selected and used		
Data appropriately analyzed and synthesized		
Data used to answer RQ		
Ideas structured logically		
Balanced (two-sided) argument presented		
Breadth, depth, and varied perspectives shown		
Bias/limitations of evidence considered		
Reference to key concept in analysis/evaluation		
Knowledge claims backed by evidence/citations		
Coherent integration of ideas to answer RQ		

Criterion E. Conclusions (3 marks)

Checklist Item	Completed (✓ /n/a)	Notes/Feedback
Conclusions answer RQ in entirety		
Conclusions are succinct and clear		
Supported by data/evidence from documents		
Logical extension of analysis and evaluation		
Consistent with evidence and analysis		
Assumptions/implications considered		
Reference to key concept in conclusion		
No new ideas introduced (except unanswered questions)		

Criterion F. Structure (2 marks)

Checklist Item	Completed (✓ /n/a)	Notes/Feedback
Logical structure from issue to conclusion		
Title page includes all required info		
Within 1,800-word limit		
Accurate contents page with page numbers		
Appropriate headings and sub-headings used		
Complete bibliography included		
Introduction: context, issue, methodology, key concept relevance		
Main body: analysis, tools/theories, key concept, evaluation		
Conclusion: answers RQ, references key concept, no new facts		

Criterion G. Presentation (2 marks)

Checklist Item	Completed (✓ /n/a)	Notes/Feedback
All aspects clearly presented		
Anonymized title page		
Authenticity statement included		
Font size 11/12, Times New Roman/Arial, 1.5/double spacing		
Tables/diagrams/images/charts labeled		
Sources cited/referenced for all supporting documents		
First 3–5 bibliography items are supporting documents		
Supporting documents combined into single PDF		
Each supporting document labeled and starts on new page		
Consistent citation/referencing throughout		
All pages numbered (including appendices)		