



IB-MA DP Networking

Beginning IB Coordinators

Mount Vernon High School
Alexandria, Virginia
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Note: Handouts that were used for the topics presented in this agenda can be obtained by e-mailing Carlota.Shewchuk@fcps.edu (Marshall High School, FCPS, Va.) or Daniel.Coast@fcps.edu (Mount Vernon High School, FCPS, Va.).

AGENDA

Getting Started

1. Review this year's IB Handbook of Procedures for due dates (**IBIS**)
2. Contact counselors to update lists of IB Diploma candidates – juniors and seniors
3. Establish calendar of tasks for the IB responsibilities
4. Prepare your agenda for the first IB Diploma teachers' meeting (**Agenda**)
5. IB philosophy – know the language
 - The Learner Profile (**IB LP**)
 - Academic honesty (**AH doc**)
 - International mindedness (<http://globalengage.ibo.org>)

Exams

6. Exam registration process (**SASI query**)
7. Navigating IBIS (**IBIS**)
8. Testing accommodations
9. Advance notice requirements
 - Language A1 works (**IBIS**)
 - Visiting IB visual arts examiner (**IBIS**)
 - Number of musical groups
 - Self-taught subjects
10. Making an exam schedule for your school (**Exam Schedule**)
11. Internal assessment calendar (**IA Calendars**)

Core Requirements of the IB Diploma

12. Managing CAS (**ManageBAC**)
13. Managing the extended essay (**Blackboard**)
14. Scheduling TOK over two years

Assisting your Teachers

15. Using the OCC (**OCC**)
16. Sending teachers to training (**Training checklist**)
17. Exam results & assessment feedback for teachers
18. IA/PG entry

Assisting your Students/Families

19. Recruiting students
20. Helping families plan for the IB Diploma classes (**Planning forms**)
21. Diploma candidate support
22. Speaking to the differences between IB and AP
23. Make IB transparent at your school (**IB Class Expectations Chart**, **website**, etc).

Other

24. Program evaluation – on-going preparation
 - Written review of teachers' IB exam results
 - Language policy (**LP**)
 - Assessment policy (**AP**)