

# IBMA

## New Diploma Programme Coordinators Networking

October 23, 2022



# Welcome

- a. Introductions
- b. Agenda



# Getting Started

- a. Make lists of IB students (Diploma, Anticipated, Course)
  - 1. Diploma 12<sup>th</sup> grade full diploma students
  - 2. Anticipated 11<sup>th</sup> grade full diploma students
  - 3. Course students who are taking IB classes

# IA Calendar

- a. Get check in and due dates from all teachers
- b. Map them out on a calendar
- c. Be sure to spread them out
- d. Beware of college application deadlines for seniors
- e. Emphasize the importance of all teacher using turnitin.com
- f. Consider use of a generic email for a calendar, EE and TOK especially if students will switch teachers

# IA Calendar Planning

Seneca Valley High School  
An International Baccalaureate World School

Home About Us Academics Activities Athletics IB Program

SenecaValley IBCoordinator

Today October 2016

Print Week Month Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	Oct 1
				IB Group 4 - in clas		
2	3	4	5	6	7	8
		12:30pm IB Psycholo	7:30am IB Lang/Lit Y	7:30am IB Lang/Lit Y 8am MCPS IB Coordi	IB Group 4 Project 7:30am IB Lang/Lit Y	
9	10	11	12	13	14	15
	7:30am IB Lang/Lit Y 2:30pm SVHS Staff	IBMA - New IB DP C 7:30am IB Lang/Lit Y 12:30pm IB Psycholo	7:30am IB Lang/Lit Y	7:30am IB Lang/Lit Y 12pm IB Group 4 Pro	7:30am IB Lang/Lit Y 8:30am IB Coordinab 1:30pm IB Film - Ind	
16	17	18	19	20	21	22
	7:30am IB Lang/Lit Y 2:30pm Team IB Con	7:30am IB Lang/Lit Y 12:30pm IB Psycholo	7:30am IB Lang/Lit Y		IB Group 4 Project 1:30pm IB Film - Ind	
23	24	25	26	27	28	29
30	31	Nov 1	2	3	4	5
			12:30pm IB Psycholo			



# Make IB Exam Calendar

Put the IB exams on the calendar

Put the AP exams on there as well so you know when there may be Conflicts

Put major due dates for teachers on there

- a. EE, TOK and WA upload due around end of February (IB March 15)
- b. IA and PG due to you around March 15 (IB April 20 )
- c. Beware of spring break dates
- c. Moderation Samples due March 25 (IB April 20)
- d. Art upload needs to be planned (IB April 30) one item early


# Exam Calendar



## SVHS International Baccalaureate Diploma Programme Testing Calendar – May 2017\* Salvation Army, Germantown



\*First Exam – IB Business Management SL/HL – Paper One on Friday, April 28 arrival time: 11:45am. (SL=1h15min/HL=2h15min)

WEEK 1	Monday, May 1 <sup>st</sup> , 2017	Tuesday, May 2 <sup>nd</sup> , 2017	Wednesday, May 3 <sup>rd</sup> , 2017	Thursday, May 4 <sup>th</sup> , 2017	Friday, May 5 <sup>th</sup> , 2017
Student Latest Arrival Time: 7:45am Exact Start Time: 8:00am	<u>Business Management SL/HL</u> Paper (P) 2 - 2 hrs SL – 1h45min HL – 2h15min	<u>Biology HL</u> Paper 3 – 1h15 <u>AP Computer Science</u> 3.5 hours at Seneca Valley H.S.	<u>AP English Lit</u> 3.5 hours	<u>English A Lang/Lit HL</u> <u>Literature HL</u> Paper 2 - 2 hours <u>AP NSL Govt – 3 hr</u>	<u>Math SL</u> <u>Math Studies SL</u> Paper 2 - 1h30 <u>AP US History</u> 4 hours
Student Latest Arrival Time: 11:45am Exact Start Time: 12:00pm	<u>Biology HL</u> Paper 1 – 1 hr Paper 2 – 2h15		<u>English A Lang/Lit HL</u> <u>Literature HL</u> Paper 1 - 2 hours	<u>Math SL</u> <u>Math Studies SL</u> Paper 1 - 1h30 <u>AP Computer Science</u> <u>Principles</u> 2 hours	
WEEK 2	Monday, May 8 <sup>th</sup> , 2017	Tuesday, May 9 <sup>th</sup> , 2017	Wednesday, May 10 <sup>th</sup> , 2017	Thursday, May 11 <sup>th</sup> , 2017	Friday, May 12 <sup>th</sup> , 2017
Student Latest Arrival Time: 7:45am Exact Start Time: 8:00am		<u>AP Calculus</u> 4 hours	<u>History HL</u> Paper 3 – 2 hr. 30 min	<u>Music SL</u> Paper 1 – 2 hours In SVHS Library	<u>Chemistry SL</u> Paper 3 – 1 hour
Student Latest Arrival Time: 11:45am Exact Start Time: 12:00pm		<u>History HL</u> Paper 1 – 1 hr. Paper 2 – 1 hr. 30 min		<u>Chemistry SL</u> Paper 1 – 45 min Paper 2 – 1 hr 15 min	<u>Psychology SL</u> Paper 1 – 2 hours <u>World Religions SL</u> Paper 1 – 1 hr. 15 min
WEEK 3	Monday, May 15 <sup>th</sup> , 2016	Tuesday, May 16 <sup>th</sup> , 2016	Wednesday, May 17 <sup>th</sup> , 2016	Thursday, May 18 <sup>th</sup> , 2016	Friday, May 19 <sup>th</sup> , 2016
Student Latest Arrival Time: 7:45am Exact Start Time: 8:00am	<u>Psychology SL</u> Paper 2 – 1 hour <u>World Religions</u> Paper 2 – 1 hr. 30 min	<u>Physics SL</u> <u>Sp. Hlth. Ex Science</u> Paper 3 – 1 hour	<u>Spanish B SL/HL</u> Paper 2 – 1h30		<u>French B ab/SL/HL</u> Paper 2 – 1 hr. 30 min. ab initio – 1 hour
Student Latest Arrival Time: 11:45am Exact Start Time: 12:00pm	<u>Physics SL</u> <u>Sp. Hlth. Ex Science</u> Paper 1 – 45 minutes Paper 2 – 1h15	<u>Spanish B SL/HL</u> Paper 1 – 1h30		<u>French B ab/SL/HL</u> Paper 1 – 1 hr. 30 min.	

\*Permitted and times are rough approximations. Add five minutes to each IB exam for reading time & 15 minutes to AP exams for instructions. Students WILL NOT have access to cell phones during exams.

IB Visual Art, IB Film and IB Theatre do not have official exams; students submit assessments through their teacher at designated intervals throughout the year.



# Fees

Exam fee \$ 119

Check the scale of fees



# The diploma points matrix

May 2015 onwards

		Theory of knowledge					
		Grade <b>A</b>	Grade <b>B</b>	Grade <b>C</b>	Grade <b>D</b>	Grade <b>E</b>	No grade <b>N</b>
Extended essay	Grade <b>A</b>	3	3	2	2	Failing condition	Failing condition
	Grade <b>B</b>	3	2	2	1	Failing condition	Failing condition
	Grade <b>C</b>	2	2	1	0	Failing condition	Failing condition
	Grade <b>D</b>	2	1	0	0	Failing condition	Failing condition
	Grade <b>E</b>	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition
	No grade <b>N</b>	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition

# Exam Registration

- a. November 15 key date
- b. January 15 next key date (exam fees are refundable)
- c. Keep track of IB billing (always keep track of credits and payments and keep copies)
- d. You must know the EE subject area to register Diploma students
- e. All senior diploma students need to be registered for TOK and EE or you will get error codes
- f. Codes vs PIN
- g. Verify all registration carefully (teachers, kids sign )
- h. Tell it to renumber when you are done
  - i. Do it on IBIS or use Manage Bac
  - j. Extra subjects make sure to decide what to include

# IBIS



International Baccalaureate  
Baccalauréat International  
Bachillerato Internacional

## IBIS - International Baccalaureate Information System

### Welcome

Welcome to IBIS, the International Baccalaureate Information System.

Please enter your login credentials below.

#### Login Credentials

User ID:

Password:

PIN:

Login

[Reset your password and PIN / Forgotten User ID](#)

English | [Español](#) | [Français](#)

#### Security Warning

Use of this resource is granted subject to our [Terms & Conditions](#). All activity on this site is continuously logged and monitored. If you are not authorised to use this site, you may not attempt to login and should [exit this page now](#).



# Registering candidates / course students

User Guides on IBIS

ibo.org | Online curriculum centre | Blogs | Global engage | IB Store | IB virtual community | IB Answers

Tue, 11 Oct 2016 03:43:29 UTC

Diploma session: MAY 2017 School: 004797 - Seneca Valley High School Role: DIPLOMA COORDINATOR

Home | Candidate | Subject | Handbook | School | Library | My shortcuts

## Candidate registration

### Statistics

Category	Registration status (No. of candidates)					
	In progress	Registration complete	Registered with errors	Edited	Pending approval	Total
Anticipated	0	2	0	0	0	2
Course	0	2	0	0	0	2
Diploma	0	2	0	0	0	2
<b>Total</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

Pre-registration | **Registration** | Post registration | Reports

- Add (step 1)/edit personal details
- Add (step 2)/edit session details
- Add (step 3)/edit subjects
- Submit registrations (step 4)/amendments
- Upload personal details (step 1 alternative)
- Change subject for multiple candidates
- Candidates with status codes
- Reinstate withdrawn candidate
- Register candidate with previous session
- Renumber candidates
- Candidate list

### Library

Sub folders: / English / User guides

- Candidate registration
- Coursework
  - CAS programme completion guide 2011.pdf
  - IA PG Entry User Guide for Coordinators and Teachers..pdf
  - IBIS user interface improvements guide.pdf
  - Request for results service user guide.pdf
  - Request system for inclusive assessment arrangements - Process Flow.pdf
  - Results user guide - Career-related Programme.pdf
  - Results user guide - Diploma Programme.pdf
  - School Person Maintenance and Teacher Subject Maintenance User Guide.pdf

## PIN Code Report on IBIS

ibo.org | Online curriculum centre | Blogs | Global engage | IB Store | IB virtual community | IB Answers

English | Español | Français

IBIS - International Baccalaureate Information System

Tue, 11 Oct 2016 03:49:10 UTC

Diploma session: MAY 2017 School: 004797 - Seneca Valley High School Role: DIPLOMA COORDINATOR

Home | Candidate | Subject | Handbook | School | Library

## Candidate registration

### Statistics

Category	Registration status (No. of candidates)					
	In progress	Registration complete	Registered with errors	Edited	Pending approval	Total
Anticipated	0	2	0	0	0	2
Course	0	2	0	0	0	2
Diploma	0	2	0	0	0	2
<b>Total</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>

Pre-registration | **Registration** | Post registration | Reports

- Add (step 1)/edit personal details
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- Renumber candidates
- Candidate list

Registration complete: 2

Candidate results reports

- Candidate results
- Candidate results CSV
- Individual PIN report
- **PIN code report**
- Component grade report
- Component grade report CSV



# Other Tasks on IBIS

- a. Testing accommodations (Inclusive assessment)
- b. D2 Adverse
- c. Advance Notice Requirements (Music)
- d. Adding helpers
- e. Uploading
- f. Finding Scaling Factors
- g. University Transcript entry
- h. Forms and Cover sheets
- i. Moderation and Moderation Feedback
- j. Entering IA and PG data
- k. Uploading Moderation Samples

# Managing Exams

- a. Read the handbook
- b. Plan testing venue
- c. Get proctor schedule ready
- d. Make seating charts
- e. Figure out how to deal with the calculator policy
- f. Print data books ( you need to provide clean copies)
- g. Inspections
- h. Give kids their schedules (print from IBIS)
- i. Make up exam policy
- j. How to get results

# Managing the Extended Essay

- a. The process
- b. Supervisors ( how will you assign them ? )
- c. The three meetings (who will do them ? )
- d. Use of turnitin.com
- e. Registration by subject
- f. Uploading ( who will do it , timeline )

Studies in language and literature EEs are divided into three categories:

Category 1	Studies of one or more literary works originally written in the language in which the essay is presented.
Category 2	Studies of a literary work or works originally written in the language of the essay compared with one or more literary works originally written in another language. (The work originally written in another language may be studied in translation.)
Category 3	Studies in language based on one or more texts originally produced in the language in which the essay is presented.





Language acquisition EEs are divided into three categories:

Category 1	A specific analysis of the language (its use and structure), normally related to its cultural context or a specific text.
Category 2	<p>A socio-cultural analysis of the impact of a particular issue on the form or use of the language:</p> <p>(a) based on an examination of language use</p> <p>(b) an essay of a general cultural nature based on specific cultural artifacts.</p>
Category 3	An analysis of a literary type, based on a specific work or works of literature exclusively from the target language.



## Individuals and societies

Individuals and societies

Business management:  
Subject-specific guidance

Economics: Subject-specific  
guidance

Geography: Subject-specific  
guidance

Global politics: Subject-  
specific guidance

History: Subject-specific  
guidance

Information technology in a  
global society (ITGS):  
Subject-specific guidance

Philosophy: Subject-specific  
guidance

Psychology: Subject-specific  
guidance

Social and cultural  
anthropology: Subject-  
specific guidance

World religions: Subject-  
specific guidance

## The sciences

The sciences

Biology: Subject-specific  
guidance

Chemistry: Subject-specific  
guidance

Computer science: Subject-  
specific guidance

Design technology: Subject-  
specific guidance

Physics: Subject-specific  
guidance

Sports, exercise and health  
science: Subject-specific  
guidance

## The arts

The arts: Subject-specific  
guidance

Dance: Subject-specific  
guidance

Film: Subject-specific  
guidance

Music: Subject-specific  
guidance

Theatre: Subject-specific  
guidance

Visual arts: Subject-specific  
guidance



## Interdisciplinary essays ▼

### Interdisciplinary essays

Environmental systems and societies: Subject-specific guidance

Literature and performance: Subject-specific guidance

World Studies: Subject-specific guidance



# Managing CAS

CAS outcomes

The three interviews

CAS projects

Elements of a CAS portfolio

Tracking it using Manage Bac or some other option



<b>LO 1</b>	<b>Identify own strengths and develop areas for growth</b>
<b>Descriptor</b>	Students are able to see themselves as individuals with various abilities and skills, of which some are more developed than others.
<b>LO 2</b>	<b>Demonstrate that challenges have been undertaken, developing new skills in the process</b>
<b>Descriptor</b>	A new challenge may be an unfamiliar experience or an extension of an existing one. The newly acquired or developed skills may be shown through experiences that the student has not previously undertaken or through increased expertise in an established area.
<b>LO 3</b>	<b>Demonstrate how to initiate and plan a CAS experience</b>
<b>Descriptor</b>	Students can articulate the stages from conceiving an idea to executing a plan for a CAS experience or series of CAS experiences. This may be accomplished in collaboration with other participants. Students may show their knowledge and awareness by building on a previous experience, or by launching a new idea or process.
<b>LO 4</b>	<b>Show commitment to and perseverance in CAS experiences</b>
<b>Descriptor</b>	Students demonstrate regular involvement and active engagement in CAS.
<b>LO 5</b>	<b>Demonstrate the skills and recognize the benefits of working collaboratively</b>
<b>Descriptor</b>	Students are able to identify, demonstrate and critically discuss the benefits and challenges of collaboration gained through CAS experiences.
<b>LO 6</b>	<b>Demonstrate engagement with issues of global significance</b>
<b>Descriptor</b>	Students are able to identify and demonstrate their understanding of global issues, make responsible decisions, and take appropriate action in response to the issue either locally, nationally or internationally.
<b>LO 7</b>	<b>Recognize and consider the ethics of choices and actions</b>
<b>Descriptor</b>	Students show awareness of the consequences of choices and actions in planning and carrying out CAS experiences.



# Managing TOK

The TOK exhibition

The prescribed title and three interviews

Uploading the titles

- a. who will do the interviews
- b. who will upload (kids, teacher, you )
- c. who will control for academic honesty

# Recruiting

Parent meetings

Student presentations

Make two year plans

You should be a part of master scheduling

# Program Review

Every five years

Keep good records of training

You will need new course outlines (TOK and ATL )

Review your policies (make sure they are posted somewhere)

- a. Academic Honesty
- b. Special Needs
- c. Language Policy
- d. Assessment Policy

Action Plan