



# *Don't Panic!*

## ***A YEAR IN THE LIFE OF THE IB DIPLOMA PROGRAM COORDINATOR***

For use in Level I Coordination teacher training workshops

This is general advice based on the regulations for the **2008** examination year and from the viewpoint of May session schools in the IB North American region. This is not exhaustive – for example school-based syllabuses and pilot projects are not included. A coordinator's specific situation in a school will also greatly influence the nature of any yearly schedule (for example if a 4\*4 schedule is used) and the information here would therefore naturally have to be modified. Coordinators should always refer to the *Handbook Of Procedures For The Diploma Program 2008* for specific regulations.

The monthly suggestions presented here are not produced by IB nor are they authorized by them. It represents information assembled by an experienced IB DP coordinator as a guide for the new coordinator.

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## AUGUST- SEPTEMBER

1. Check any remaining requests for Enquiry Upon Results (deadline Sept 15).
2. Distribute component grades to faculty – these should be available by early August.
3. Actual diplomas and certificates will be received by schools during August.
4. Check business office has paid annual subscription (Sept 1)
5. Develop Coordinator's calendar of all DP meetings and all internal due dates.
6. Regular meetings of DP teachers are important to share timeline information, establish common standards for grading and to receive important updates to curricular developments or professional development opportunities. In addition, these meetings allow the opportunity for teachers to learn of the nature of assessment in other IB subjects, which is important if they are to understand the nature of the IB Diploma Program in full.
7. Share IA feedback with teachers from IBIS.
8. Some schools ensure that students commencing the DP have had their parents receive and sign off on receipt of the *General Regulations: Diploma Program (August 2007)*
9. A monthly school calendar should prominently display all major DP curricular events to avoid student overload.
10. Some schools will wish to complete registration at this time. It might be important for some schools to know accurate numbers early so that logistical issues such as examination spaces can be talked. Additionally, some schools like to have the early 'commitment' of students (including their fees).
11. The confirmation of a Visual Arts visiting examiner should take place now, working with the art teacher (s).
12. CAS: It may well be necessary to communicate with CAS director in cases where students have a major 'gap' in their record from the junior year.
13. Ensure that all new (and some returning faculty) have the correct passwords for the Online Curriculum Centre and know how to use this site effectively.
14. Make DP faculty aware of potentially useful items for purchase from the IB store, such as CD's of examinations, mark schemes and question banks.

1. Includes return of Design tech projects/Theatre arts portfolios

7. Usually available in full by this time, but not always

8. Among many important elements in the general regulations, one item sometimes overlooked by the new coordinator are some of the rules regarding conditions for award of the Diploma, especially *Article 12*. There have been cases where a very upset candidate received 27 points but was not awarded the Diploma and did not understand why. Almost always in cases like this, the candidate did not have the Article 12 regulations explained adequately.

9. One of the more critical issues upon the team of DP teachers must agree is the publishing of all DP subject-specific timelines for submission of major pieces of work throughout the year.

14. Note that November examinations/mark schemes are not normally published until February.

**AUGUST- SEPTEMBER, continued**

15. College guidance counselors: There will be a need to coordinate closely here. DP 'cover sheets' may be requested for the applications, as well as course descriptions or assessment methods in certain cases. In addition for juniors, it is very important that any students who are intending to apply to colleges outside the U.S. understand specific requirements that might apply, whether in specific subject choices or grade attainment required.
16. Special needs candidates: Although the deadline for authorization for special accommodation is eighteen months prior to the examinations, this not always possible if a coordinator is not given information until the start of the senior year. In cases of significant accommodation (such as Braille, enlargement of papers), the coordinator should send in a D1 request as early as possible in the junior year.
17. Theory of knowledge: Schools will be advised by September 30 if they are to asked to supply recordings (and accompanying forms) for the presentation (March 2008).

17. Note that although the selection may be random, schools may be selected if moderation issues arose in previous sessions

## OCTOBER

1. Send Visual Arts Visiting Examiner Proposal for May 2008 to IBCA (by Oct 7)
2. Juniors: Review students' course selections in cases where college admission may have specific requirements – especially outside the U.S.
3. Juniors: Check any necessary pre-registration requirements you may have for May 2009: Special requests for subjects (including Extended Essay and self-taught languages A1) are due Nov 15. See Sec. C of the *Handbook*.
4. Juniors: Wherever possible, send D1 forms with documentation to IBNA (special needs candidates) where applicable for permanent disabilities requiring accommodation (due Nov 15 for 2009).
5. Remind those responsible for Languages A1 that advance notice of program (May 2008) will be due soon (Dec1)
6. Organize method for registration of candidates for May 2008.
7. Many coordinators receive Extended Essays at this time of year after the appropriate plagiarism check (for example turnitin.com).
8. Copy or have available organized for download for DP teachers: Section F and subject-specific sections from the *Handbook*.
9. Student registration may be underway at this time.
10. Languages A1 (school-supported self taught): Send choices of authors/works for the oral examination (Form 1/A1ST) for May 2009 by October 7.

2. This is especially important for countries that have very specific requirements about the chosen IB Program. Check for example, the requirements for Germany and Italy. Furthermore, some European universities will have very different requirements depending on the major subject the student is applying to study.

4. IBCA will accept these later - even at the start of the senior year, but it helps to submit 'on time' where possible.

7. Please note that the Extended Essay examiners will not be posted on IBIS until February 2008.

10. Note the reversion to the previous due date for this information (posted as March 15 in the 2007 *vade mecum*)

It is worth noting that it may be difficult for the Coordinator to check the choice of works indicated here hence the need for the 'school support target language specialist.

NOVEMBER	
<ol style="list-style-type: none"> <li>1. Complete registration of students by the deadline, November 15.</li> <li>2. Be cautious with juniors who may decide to retake a previously anticipated subject, or retake it at HL. It may be important to determine if it is legal to carry over certain components from the anticipated examination session – always check Sec. C in the <i>Handbook</i> in cases such as this before attempting to register on IBIS.</li> <li>3. Be sure to renumber candidates before Nov 15 – it will not be possible after this date.</li> <li>4. Ensure the business office receives the invoice for payment of all examination fees and per capita fees (Nov 15)</li> <li>5. Complete Languages A1 advance notice of works (due Dec 1).</li> <li>6. Carry out first final check of registrations with students and faculty and have them sign off on this.</li> <li>7. Predicted grades –certain colleges may ask for predicted grades from subject teachers at this time.</li> <li>8. It is very important that students ‘sign off’ on their personal registrations and faculty do likewise with the subject registrations before the final Jan 15 deadline.</li> <li>9. Note that special requests for Languages A1, Extended Essays in Language A1 and subjects in Groups 3-6 must be made on IBIS by November 15 for May 2009 examinations.</li> <li>10. In very rare cases, a coordinator may wish to petition IB Cardiff to allow a non-regular Diploma course of study for a particular candidate. In cases such as this, the coordinator must furnish detailed proof that the student’s acceptance at university or college is completely dependent upon this modification. Full documentation from the university concerned must be submitted to IB Cardiff with this request by November 15, eighteen months before the examination. (See Sec. C of the <i>Handbook</i>).</li> <li>11. Music SL (group performance): number of group performances to be assessed must be entered on IBIS by November 15.</li> </ol>	<ol style="list-style-type: none"> <li>1. Always take care with juniors to ensure that anyone declared ‘certificate’ knows that they cannot count this subject toward the Diploma in the senior year if they change their mind. Better to always register juniors as anticipated.</li> <li>4. Note that for the 2007-2008 the fee structure has been simplified with Diploma candidates having just two fee categories: a one-time \$123 registration fee and \$84 per subject fees.</li> <li>5. Note that for certain Languages A1 (for example Chinese, Arabic, Hebrew) it may be necessary to print out the form and mail or fax to IBCA</li> <li>8. Registration of Extended Essays: One of the advantages of making the due date for the essays early in the senior year is that students will be able to closely commit to the subject on which the essay is based. Otherwise, there is a good chance that some students will have changed topics if collection of the essay is left until later in the winter, resulting in a real problem in March when mailings take place.</li> </ol>

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## DECEMBER

1. Ensure that faculty are 'on track' regarding IA work and the timelines – useful time to hold meetings about IA and moderation sample submission.
2. Examination stationary will arrive from IB Cardiff around this time. Distribute Language A1 World Literature, Language A2 written task, Extended Essay cover sheets and Visual Arts record booklets where necessary. Make sure that you have been given enough copies.
3. Languages A1: Advanced notice of works must be submitted by Dec 1.
4. Newly authorized schools: Remember that the CAS program questionnaire must be received by the regional office by January 31.
5. A vacation may be possible right now!

## JANUARY

1. Carry out final check of registrations with students and faculty noting final day for subject changes is Jan 15.
2. Check with TOK teacher(s) re submission and checking of essays.
3. Check with Language A1 teachers re submission and checking of World Literature papers, especially the plagiarism check.
4. Check with Language A2 teachers re submission and checking of written assignments.
5. Ensure that faculty are 'on track' regarding IA work and the timelines – useful time to hold meetings about IA and moderation sample submission.
6. Juniors: Many schools have students choose IB subjects, a thesis and supervisor for the Extended Essay around this time. Be sure to check in the *Handbook* Sec. E that the chosen Extended Essay subject is available in May 2009.
7. Extended essays will probably be in the final stages of 'collection' at this time, storing copies, running the essays through a plagiarism checking engine, etc. Some schools celebrate the DP during the spring with an evening dedicated to students presenting extracts from the Extended Essays. This is sometimes done in combination with CAS reflections.
8. Theatre: be sure to check in *Coordinator Notes* (available on IBIS) for the list of works for the student's play analyses. The Theatre teacher(s) will need this information.
9. Students can be issued their individual examination schedules for May 2008 (from IBIS).
10. CAS program questionnaires must be received by the regional office from new DP schools by January 31.
11. Last chance for that winter cruise!

## FEBRUARY

1. IA/PG information can be entered on IBIS from Feb 1
2. Define strategy for mailing/courier pickup for work to be sent to moderators/examiners
3. Examiner names and addresses appear on IBIS February 20 (for TOK, EE, World Literature, and Visual Arts)
4. Examiner names and addresses for Language A1 (self-taught) orals also published February 20
5. By the end of this month, schools administering Language A1 (self-taught) candidates will receive the oral examinations and instructions (must be administered and sent to the examiner by May 7)
6. Collect information to predict the 'forecast subject entries' for May 2009 - this will be due on IBIS March 1.
7. The Coordinator may well wish to start the courier mailings of TOK, EE, Language A1 World Literature and A2 written tasks.
8. IA marks can be entered and sent on IBIS from March 1.
9. If at all possible, schools may wish to consider administering a 'mock examination' schedule during the February-March period. This is certainly not mandated by IB, but many schools have found mock examinations a very valuable way to inculcate students into examination procedures and to give teachers a more accurate picture of a student's predicted grade in the May examinations. Obviously not all school schedules will allow for this.
10. Group Four science teachers: It is a good idea at this time to obtain a status report on student lab work completion in the sciences. This can be the cause of much student-faculty stress if left until March to resolve.
11. Note that eleventh grade students who have been identified as school supported self-taught must supply their choices of works for the oral examination in May 2009 – this information will be due next month.

2. Who (if anyone) will help the coordinator in the timely (and secure) dispatching of moderation and examination material at your school?

7. As always, it is important to retain copies and it is highly recommended that these pieces of work are run through a 'plagiarism check' engine such as turnitin.com.

9. One other good reason to arrange some type of 'mock' examination experience is to acquaint students with the style of IB answer sheets, graph paper, and especially the form of the multiple choice answer sheet used in Group Four examinations. It might even be a good idea to practice with string tags!



## MARCH

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| <ol style="list-style-type: none"> <li>1. This is the start of a very busy period for most DP coordinators. At all costs try not to take on additional tasks or duties during this month or the next.</li> <li>2. As the examination session approaches, some students sometimes decide to add to their names/personal details in registration.</li> <li>3. Check the examination schedule carefully and submit a form D3 (request for rescheduling) - if necessary - on IBIS by March 15</li> <li>4. Visual arts: It is important that it be clearly established by now when the examiner will visit so that the candidate record booklets can reach the examiner before the scheduled visit (March 10 to April 25)</li> <li>5. Complete mailing (preferably by courier) of TOK, Language A1 World Literature, Language A2 written tasks and Extended Essays retaining copies and proof of mailing.</li> <li>6. Last chance to request examination rescheduling: March 15.</li> <li>7. Very important: Ensure that all DP teachers understand the precise requirements for submission of IA marks and the assembling of moderation samples to send to moderators. The timing of Spring Break can often be critical in our planning of this. Coordinators will need to decide whether or not they will allow teachers passwords (via IBIS) to input IA/PG data themselves or this will be input by the coordinator with the teacher in real time.</li> <li>8. DP teachers need to be aware that all candidates in their cohort can potentially be moderated, even if one or more might be labeled 'atypical'. IB Cardiff has the right, under certain circumstances, to request the entire cohort sample.</li> <li>9. Ensure that teachers check their IA or PG data carefully before you send this to IB Cardiff. It can involve unnecessary e mails after the event to clear this up if any change is necessary. The IA submission screens 'disappear' after April 10.</li> <li>10. Theory of knowledge: Selected schools are required to send recordings (and accompanying forms TK/PPD and TK/PMF) of the presentations by March 15.</li> </ol> | <ol style="list-style-type: none"> <li>2. Changes to personal details may be made at any time</li> <li>3. It is important that students (and parents) understand that IB examinations cannot be rescheduled except for very specific reasons clearly stated in Sec. G of the <i>Handbook</i>.</li> <li>5. Retaining proof of mailing is essential</li> <li>7. This can be one of the more problematic stages of the year for the new DP coordinator – do not necessarily trust that teachers really know their own subject's 'rules'! In DP courses where more than one teacher is entering IA, it is essential that the teachers collaborate effectively.</li> </ol> |
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## APRIL

1. Complete IA/PG submission on IBIS by April 10.
  2. Ensure moderation samples reach moderators by April 20.  
Some Coordinators ask for and retain all IA samples in their office area to ensure that they have instant access to all subjects' samples should additional work be requested.
  3. Ensure that a D2 form is sent out early in any serious case that merits a special circumstance definition to explain temporarily incomplete work. The *Handbook* clearly explains the definitions of acceptable and unacceptable reasons for incomplete work.
  4. The examination season begins!
  5. Ensure that students know the precise examination regulations and that these are posted.
  6. Choosing an appropriate roster of proctors who know the IB rules well. Training of inexperienced proctors is essential.
  7. Ensuring that the examination room(s) is (are) adequate.
  8. Examinations arrive by mid-April. They will need to be checked into your safe (or equivalent) in the precise order required during each day of the examination. It is important to let IB Cardiff know now if any examination packs appear to be missing immediately.
  9. Music and Theatre: Ensure that these separate mailings (research commissions, play analyses and musical investigations) reach examiners by April 30.
  10. All DP student CAS reflections and other required information must be completed this month. The CAS completion (form) must be received at IBNA by May 1.
  11. Be sure that all students (and faculty) clearly understand the requirements pertaining to calculators for the examinations.
  12. PIN numbers must be distributed to students for download of individual results from [results.ibo.org](http://results.ibo.org) July 6.
7. It is important to let IBNA know in any case where your examinations will be held "off campus" at an address other than that indicated to IBNA as the school address.
8. As a matter of course, please always try to confirm receipt of mailings from IB Cardiff as soon as possible.
10. Schools are periodically required to send samples of students' CAS records to IBNA.

## MAY

1. Another busy month – no special vacations yet!
  2. College transcript requests: Students will need to let you know by this point if they wish to have a transcript of results sent automatically. Be sure to know the official deadlines for making college transcript requests on IBNET.
  3. Language A1 self-taught candidates – be sure that supervisors understand the format of, and deadline for, the orals which must be completed for examiners to receive them by May 7.
  4. Examinations: Always have teachers send in G2 forms as soon as possible after the examination has ended, and encourage them to do so – they are very much used in the grade award process.
  5. Examinations: D2 forms or other indications of an emergency should be relayed to the help desk at IB Cardiff immediately when necessary.
  6. Examinations: Always insure that completed examination scripts are sent immediately to examiners or within 24 hours. Examinations cannot be made available to subject teachers until 24 hours after the exam date.
  7. Arrange special identification of DP graduates for graduation purposes, where appropriate. Many schools honor their graduating DP seniors in this way. New schools should ‘sell’ the success of the seniors in completing such a challenging program.
  8. Juniors: Should be well along the timeline for development of their Extended Essay by this time.
  9. Be sure to give administrators in Front Office or Registrar’s office the list of PIN codes as students invariably lose these and call school on July 6<sup>th</sup>.
  10. May 1 is the last date to withdraw candidate registrations.
2. Australia/New Zealand (Oct 15), U.S. and Canada July 1, all other countries May 1.
4. Be aware that IBNA does periodically visit schools during the examination session to ensure proper standards of execution.

## JUNE

1. Students attending colleges/universities outside the U.S. and Canada: be sure that the country concerned does not require legalization of the Diploma. If so, see section B of the *Handbook*. The deadline for such legalization is June 15.
  2. Candidates requesting exclusive copyright to their work require Form B11 sent in on their behalf by June 1.
  3. It is worth noting that coordinators need to be accessible for contact throughout June and into July. On occasion, further samples of student work may be requested for moderation or even late detection of malpractice. It is essential that the coordinator be available to communicate with on such matters until at least just after the release of results (and in many cases a couple of weeks after that).
  4. Juniors: In many schools, June is a time for ensuring that progress on the Extended Essay is well along the timeline, and that students will use the summer to complete the bulk of the work.
  5. The Coordinator should know the location of all stored copies of DP work in case of a late request from IB Cardiff for additional samples, which can happen in June.
  6. This might be a good time of year to publish 2007/2008 'timelines' from the academic departments so that support personnel (such as guidance counselors, librarians) gain a clear sense of when major DP work is due, across both years of the Diploma program.
6. It is difficult for schools to establish Team meetings for DP teachers to meet regularly within the schedule. However, such prescribed meeting time can prove invaluable in ensuring that DP teachers get the 'big picture' of DP demands on a student and thereby the impact of their own subject towards workload and fulfillment of the IB Mission.

## JULY

1. Results - letter to candidates: Many coordinators prepare a personal letter to send to candidates immediately upon receipt of results in which information about pending grades, possibility of retake request, late transcript request, etc. – can be given.
  2. Retakes: it is always worth remembering that six-month retakes (November 2008) are expensive.
  3. Enquiry upon results: requests for an individual re-mark may be received from parents or DP faculty (Category 1). It may well be important to establish who will pay for this.
  4. IA feedback to teachers: Teachers are keen to get this information but although this is officially available July 15, in reality many subjects bare not available until as late as September.
  5. Enquiry upon results category II (return of examination materials) can be ordered until Sept 15.
  6. Enquiry upon results category III (report on the sample of IA work) can be ordered from July 16.
  7. Now take that well-earned break, after remembering to invite seniors back to visit the school as college freshmen. No-one will ‘sell’ your DP program better to your school community, and they will invariably say how well prepared they were for college life.
2. The deadline for registering a retake in November is July 29, so there is not a lot of time to make this decision after release of results.
5. Note that IA for design technology (project) and theatre arts (portfolios) can be returned for the cost of postage – see Sec B of the *Handbook*.

*Relax- you’ve earned it!*

