

CONNIE'S GCM "IN-HOUSE" IB CALENDAR

| When | What |
|------------------|---|
| August/September | Distribute updated <i>Handbook of Procedures</i> electronically Review IB Teachers Network Folders; archive old material as necessary Transfer seniors' files to graduate storage Prepare Diploma & CAS files for incoming juniors Meet with incoming transfer diploma students to outline course plans Introduce new IB faculty to "basics" of IBDP; prepare a binder for each |
| September | Firm up jr & sr diploma candidate lists: (<i>seniors' 1st EE draft due 1st Mon Sept</i>) Send GCM updates to IB-MA website curator, John Day Establish date & place for IB Orientation evening in Dec Contact middle schools (Kilmer, Longfellow, Thoreau, <i>Luther Jackson, Cooper</i>); arrange to visit with Student Services, if desired / send Orientation information/flier Generate IB enrollment data from SASI Download new IB Assessment Coversheets for IB Faculty Order and upload previous May Exams to the IB Teachers Network folder |
| October | Prepare schedule for & conduct class visits to gather IB exam registration info Conduct CAS Planning Conferences with Juniors and CAS Coordinator Begin registration data entry on IBIS |
| November | Re-visit IB classes for verification of registration entries Correct / complete registration data entry & send <i>fees report</i> to Chris <i>Seniors' final EE draft deadline</i> ; DP Candidates to conduct viva voce with Supervisors Mail invitations to graduate reception in Dec (Conduct Nov re-sits as appropriate) |
| December | Hold PM IB Orientation event (Power Pt show in files) Orient Juniors to the EE (formal overview) and to ManageBAC Conduct Graduate reception Assist EE Supervisors with scoring for PGs; Candidates and Supervisors sign Portfolio |
| January | Meet with new IB Faculty to assist with IA procedures as necessary Monitor Internal Assessments and External Assessments from January – end of March Begin preparing May <i>master test schedule</i> (securing exam sites, etc.) based upon registration |
| February | Conduct EE Workshop for Juniors Prepare schedule for & conduct Pre-IB class visits (Honors Eng 9 & Honors Govt 10 classes) Organize & conduct IB diploma course planning confs with rising juniors & parents Begin finding / hiring exam proctors for May; add to <i>master sched.</i> Order and upload previous November Exams to the IB Teachers Network folder |
| March | Senior CAS Due: intervene with students as necessary, based on CAS Coordinator report Ship EEs, Written Assignments (Languages A&B & ab initio) and Written Tasks (SpanA) to examiners via UPS Upload, authenticate and submit TOK essays with the help of TOK teachers Hold PM IB Orientation event (Power Pt show in files) Distribute IA worksheets (checklists) to staff; Begin entering IA & PG data & collecting samples Monitor progress with EE for Juniors |
| April | Ship IA samples to moderators via UPS and/or upload them to IBIS Prepare seating charts for exams Conduct pre-exam class visits to distribute <i>conduct regulations</i> , attendance & seating info Meet with exam proctors to go over test procedures Submit Request for Results to any U.K. universities Mail all remaining External Assessments (i.e. Fine Arts subjects) Monitor progress with EE for Juniors |
| May | Survive |
| June | Clean up Mail certificates & diplomas to graduates who did not attend reception Enter university transcript requests into IBIS Send Chris the Annual Fees for the next Examination Session Monitor progress with EE for Juniors |
| July | Download & distribute results to students, staff, Admin, MTAC, Chris, EDSL Counsel unsuccessful diploma students re re-sits; register for Nov session if appropriate Be available for Juniors through email correspondence (EE, CAS issues) |

Things to do on periodic basis:

- Check news updates on IBIS, IB Americas and www.ibmidatlantic.org sites; communicate *Coordinator Notes* publication & pertinent info to staff and/or Admin. re local networking sessions, TTWs, curriculum updates, etc.
- Establish times & places for Learn student meetings (CAS & EE)
- Meet with IB Faculty (more or less monthly)
- Coordinate the participation of multiple stakeholders in the Five Year Program Review