AGENDA

**Getting Started**

1. Make lists of IB students (Diploma, Anticipated, Course)
2. Prepare your teacher meeting schedule
3. Develop an IA calendar of due dates
4. Make the exam schedule
5. Plan for fee collection (if students pay the exam fees)
6. Make a calendar of due dates (see new assessment practices publication)
7. Compile Data from spring testing
8. Oder EUR if needed (remarking?)
9. Consider an on line program assessment calendar
10. The Diploma Matrix
11. IB Bill payment
12. Mail diplomas from previous class
13. Staff supervision

**Exam Registration**

1. Deadlines November 15 vs January 15
2. Fees (Scale of fees)
3. Numbering on IBIS
4. Error codes
5. Course vs Anticipated Vs Diploma
6. Registration on IBIS or using Manage Bac
7. Extended Essay subjects
8. Verification of registration data (teachers and students)
9. Codes vs PIN

**Other tasks on IBIS**

1. Testing accommodations (inclusive assessment)
2. D2 Adverse
3. Advance notice requirements (Music)
4. Adding teachers/administrative assistants
5. Uploading
6. Finding scaling factors
7. University transcript entry
8. Using forms and cover sheets
9. Moderation and moderation feedback

**Exams**

1. Make a seating chart
2. Read the exam procedures
3. Plan testing venue / seating logistics
4. Proctor plan
5. Calculator Policy for Math and Science Exams
6. Order Data books
7. Inspections
8. Scanning Center
9. Sharing exam schedules with kids
10. PIN codes and results
11. Make up exam policy

**Managing the Extended Essay**

1. The EE process
2. Supervisors
3. The three meetings
4. Completing the three reflections
5. Academic Honesty (Safe Assure, Turn it in .com)
6. EE booklet
7. Registration by subject
8. Uploading the EE

**Managing CAS**

1. CAS Booklet
2. CAS outcomes
3. Three CAS interviews
4. CAS projects
5. Elements of a CAS portfolio
6. Manage Bac (set up juniors)

**Managing TOK**

1. The TOK presentation and the PPF form
2. The prescribed title
3. Uploading the titles

**Assisting your staff**

1. Using The Program Resource Center
2. Using the Communities
3. New Curricula (2 vs 1 year)
4. Specimen Papers
5. Subject Reports
6. Coordinator Notes
7. Sending the G2 in June
8. Training IBA vs IB Vendors (UNIS, CASIE, UCC, UWC, FLIBS, Rice)
9. Data review (moderation feedback, score review)
10. Understanding of Scaling Factors
11. Plans for IA completion
12. Scheduling of Orals for Language A and B
13. Plan for group 4 experiment
14. Get exam packs from most recent exam session
15. PG completion
16. Responsibility for uploading of Language A and B written assignment, Visual Arts,

**Assisting Students**

1. Academic support
2. Scheduling
3. Time management strategies
4. Speaking to the differences between AP and IB
5. Providing Access to all
6. Schedule changes
7. Celebrations
8. Recognition (medals)

**Recruiting**

1. Parent meetings
2. Student presentations
3. Two year plans
4. Scheduling grids
5. Advantages of IB

**IB Philosophy**

1. The Mission Statement
2. The Learner Profile (make it visible)
3. Approaches to teaching and learning
4. International Mindedness
5. Concurrency of Learning
6. Program Review
7. Policies (Assessment, Special Needs, Language, Academic Honesty)

**The IB and College**

1. Admission advantages
2. Advanced Standing
3. The Good News Letter
4. IBMA College Fair
5. IB College Registry
6. Credit policies
7. Access to IB transcripts