



IB-MA New DP Coordinators Networking Session

George C. Marshall High School
Falls Church, Virginia
September 16, 2015

Note: Handouts that were used for the topics presented in this agenda can be obtained by e-mailing Carlota at CBSheWchuk@fcps.edu (Marshall High School, Falls Church, VA) or Amy at amy.woolf@hcps.org (Edgewood High School, Edgewood, MD).

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 and Global Engage

Exams

6. Exam registration process **(SASI Query)**
 - Establish a numerical order
 - IBCP registration
7. Navigating IBIS **(IBIS)**
8. Testing accommodations → inclusive assessment access arrangements
9. Advance notice requirements **(IBIS)**
 - Language A works no longer necessary!
 - Number of musical groups
 - Self-taught subjects

10. Making an exam schedule for your school and as seating chart for exams (**Exam Schedule**)
11. Internal assessment calendar (**IA Calendars**)
12. Using updated IA forms and communication with teachers
13. Exam contract? And schedule change form

Core Requirements of the IB Diploma

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

Assisting your Teachers

17. Using the OCC (**OCC**)
18. Sending teachers to training (**Training checklist**)
19. Establishing teacher mentors for new IB hires
20. Exam results and types of reports from IBIS
21. IA/PG entry

Assisting your Students/Families

22. Recruiting students
23. Helping families plan for the IB Diploma classes (**Planning forms**)
24. Diploma candidate support
25. Speaking to the differences between IB and AP
26. Make IB transparent at your school (**IB Class Expectations Chart**, **website**, etc).
27. Transcript request process (**IBIS**)
28. Assisting transfer students

Other

29. Program evaluation – on-going preparation
 - Written review of teachers' IB exam results
 - Policies: Admissions, Assessment, Language, Academic Honesty, Inclusion (**AP**)