Timeline of Responsibilities for IB DP Coordinators

July:

* Issue results information to all teachers
* Issue subject component grades to all teachers and to all extended essay mentors
* Answer any questions from students about exam results
* Submit any requests for rescoring of examinations
* Meet with parents and students who move into area to determine schedule and share information about IB
* Attend IB Conference of the Americas

August:

* Double check all diploma candidate schedules
* Field requests for exam score information
* Discuss exam results with teachers to inform teaching for new school year
* Organize welcome back professional development meeting with teachers to take place during the first teacher work-week
* Begin registration for exams
* Organize and meet with extended essay mentors for current junior class
* Plan and organize teacher training for the year
* Meet with parents and students who move into area to determine schedule and share information about IB

September:

* Register students for exams
* Meet with students who have encountered difficulties in IB subjects
* Attend regional and county coordinator meetings
* Meet with all senior diploma candidates to discuss diploma requirements: extended essay status, CAS work, ToK senior requirements
* Check for CAS updates from summer
* Run CAS workshops for students
* Run extended essay sessions for seniors
* Hold parent information meeting for parents of current diploma candidates
* Create IA calendar with staff
* Organize and run strategic planning professional development
* Register teachers for IB training, to include making travel arrangements, completing registration requirements and submitting travel reimbursement requests upon return

October:

* Register students for exams
* Visit classrooms for each student registered to double check their registration
* Continue to work with senior diploma candidates on CAS work and extended essay work
* Arrange to send teachers to regional networking sessions as well as host various networking sessions at school
* Organize and run strategic planning professional development for teachers
* Register teachers for IB training, to include making travel arrangements, completing registration requirements and submitting travel reimbursement requests upon return

November:

* Collect and distribute to mentors final draft of extended essay from seniors for feedback
* Check SafeAssign and Turnitin.com and have conversations about revision with senior diploma candidates about extended essay revision
* Double check registrations for IB exams with all course lists and registrations
* Attend county and regional coordinator meeting
* Coordinate homework-free nights for seniors to draft ToK paper
* Launch of Extended essay process with junior diploma candidates
* Find mentors for each junior diploma candidate
* Continue to check on CAS progress for both junior and senior diploma candidates
* Arrange to send teachers to regional networking sessions as well as host various networking sessions at school
* Register teachers for IB training, to include making travel arrangements, completing registration requirements and submitting travel reimbursement requests upon return

December:

* Organize and run ToK sessions for senior diploma candidates
* Continue to check on CAS progress for both junior and senior diploma candidates
* Host IB diploma ceremony with previous year’s senior diploma candidates
* Organize information sessions for previous candidates to discuss work and expectations with younger students
* Arrange to send teachers to regional networking sessions as well as host various networking sessions at school

January:

* Hold rising 9 parent and student information meeting
* Continue to check on CAS progress for both junior and senior diploma candidates
* Organize oral exams for both English and World Languages
* Begin to meet with all rising senior diploma candidates individually to discuss course selection options for the upcoming school year
* Hold extended essay research sessions outside of school for current junior diploma candidates
* Organize ToK for senior diploma candidate meetings by subject
* Arrange to send teachers to regional networking sessions as well as host various networking sessions at school
* Hold four-year planning meeting for families of those students who plan to apply for student transfer

February:

* Hold rising 11 parent and student information meeting at night
* Pull students from English 10 course each period of the school day to discuss requirements for the IB diploma
* Continue to meet with all rising senior diploma candidates individually to discuss course selections for the upcoming school year
* Meet with all rising junior diploma candidates individually to discuss course selections for upcoming school year
* Collect, ensure proper formatting and mail all English written assignments and World Language written assignments
* Attend county and regional coordinator meeting
* Continue to monitor CAS progress for all diploma candidates
* Organize ToK meetings for senior diploma candidates
* Organize and run strategic planning professional development for teachers
* Hold four-year planning meeting for families of those students who plan to apply for student transfer

March:

* Collect, ensure proper formatting and mail all English written assignments and World Language written assignments
* Continue to monitor CAS progress for all diploma candidates
* Organize ToK meetings for senior diploma candidates
* Run help sessions for CAS completion for senior diploma candidates
* Begin to enter predicted grade and internal assessment grades for all examining candidates
* Distribute sample selected for internal assessment work to all examining teachers
* Collect and send samples of Internal Assessment work to IB examiners
* Hold four-year planning meeting for families of those students who plan to apply for student transfer
* Double check appropriate status of all renewal applicants for student transfer. Ensure proper number of IB courses for upcoming year’s course registration as well as sufficient GPA.

April:

* Continue to monitor CAS progress for all diploma candidates
* Organize ToK meetings for senior diploma candidates
* Run help sessions for CAS completion for senior diploma candidates
* Complete entry of predicted grade and internal assessment grades for all examining candidates
* Distribute sample selected for internal assessment work to all examining teachers
* Collect and send samples of Internal Assessment work to IB examiners
* Hold four-year planning meeting for families of those students who plan to apply for student transfer
* Finalize approval of new student transfer applicants
* Visit each IB classroom to discuss exam procedures
* Organize IB exams to ensure all exams are present, enough exam stationary has been sent and exams are organized according to the date of the exam
* Create exam maps with candidate numbers for each exam

May:

* Submit names of all senior diploma candidates who have failed to meet CAS requirements
* Proctor IB exams
* Ensure accommodations for testing are being implemented
* Collect and mail IB examinations to scanning center upon completion of exam. Must be completed within 24 hours of each exam
* Enter institutions for each examining senior to request IB transcripts
* Attend regional coordinator meeting
* Collect and distribute extended essay rough drafts of junior diploma candidates
* Register teachers for summer IB training, to include making travel arrangements, completing registration requirements and submitting travel reimbursement requests upon return

June:

* Hold CAS introduction meeting with all rising junior diploma candidates
* Hold senior recognition ceremony for current senior diploma candidates prior to graduation