

AGENDA

Getting Started

1. Make lists of IB students (Diploma, Anticipated, Course)
2. Develop an IA calendar of due dates
3. Make the exam schedule
4. Plan for fee collection (if students pay the exam fees)
5. Consider an on line program assessment calendar
6. The Diploma Matrix
7. IB Bill payment
8. Mail diplomas from previous class
9. Plans for IA completion
10. Scheduling of orals for groups 1 and 2
11. Plan for the Group 4 experiment
12. Curriculum review – training needs (Science this year)

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
1. Get exam packs from most recent exam session
2. PG completion
3. Responsibility for uploading of Language A and B written assignment, Visual Arts,

Recruiting

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