

IB ASIA PACIFIC REGIONAL WORKSHOP AGENDA

DP Coordinators (Category 1)

The British School, New Delhi, India

6 – 8 March 2010

Workshop Leader

Christian Chiarenza

This workshop will take participants through the experience of being an IB DP Coordinator and provide them with what they need to know to fulfil their responsibilities in this job. We will look at daily operations, major events in the course of an IB session and regional issues unique to Asia Pacific.

All participants are requested to bring with them the following:

- A copy of this Agenda
 - TOK Subject Guide
 - EE Guide
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Please note: session topics are subject to change based on needs of the group

Saturday 06 March

0830 - 0900

Welcome & Introduction

0900 - 1000

Session 1: Introduction

- Personal Introductions
- IB Mission Statement
- Structure of the IBO

1000 - 1030

Morning Break

1030 - 1200

Session 2: Role of the Coordinator

- Many Roles and Relationships of the Coordinator
- The Structure of the Diploma Programme
- Communication with the IB

1200 - 1300

Lunch

1300 - 1430

Session 3: Handbook of Procedures

- What is included
- How to find information
- How to distribute information

1430 - 1500

Afternoon Break

1500 - 1630

Session 4: Electronic Support

- IBIS
- OCC
- IBNET

1630

End of Day 1

Sunday 07 March

0830 - 1000

Session 5: Extended Essay

- Objectives of the task
- Oversight
- Scheduling

1000 - 1030

Morning Break

1030 - 1200

Session 6: Theory of Knowledge

- Objectives of the course
- TOK across the curriculum
- Who should teach it, and when should it end

1200 - 1300

Lunch

1300 - 1430

Session 7: Candidate Registration

- Deadlines, responsibilities and safeguards
- Special Needs
- Students from other schools

1430 - 1500

Afternoon Break

1500 - 1630	<p>Session 8: Internal Assessment and Predicted Grades</p> <ul style="list-style-type: none"> ▪ Entering Grades on IBIS ▪ Assessment and Predicted Grades ▪ Moderation Samples
1630	End of Day 2
<u>Monday 08 March</u>	
0830 - 1000	<p>Session 9: Examination Session</p> <ul style="list-style-type: none"> ▪ Conduct of exams ▪ Invigilation and trouble-shooting ▪ Unannounced Visits
1000 - 1030	Morning Break
1030 - 1200	<p>Session 10: University Issues</p> <ul style="list-style-type: none"> ▪ Recognition by region ▪ Internal vs external motivation ▪ Conditional offers
1200 - 1300	Lunch
1300 - 1430	<p>Session 11: The Coordinator as a Pedagogical Leader</p> <ul style="list-style-type: none"> ▪ Principles into Practice document ▪ Promoting IB Ethos ▪ Leading educators
1430 - 1500	Afternoon Break
1500 - 1600	<p>Session 12: Unresolved issues</p> <ul style="list-style-type: none"> ▪ Chance to discuss other issues or return to unfinished issues that came up.
1600	Workshop Closes and Award of Certificates*

* An official "IB Certificate of Attendance" is awarded to participants who have attended all sessions of a workshop. Please ensure that travel arrangements do not preclude candidacy for a certificate.