

## IB ASIA PACIFIC REGIONAL WORKSHOP AGENDA

DP New Coordinators (Category 1)

Prince Alfred College, Adelaide, Australia  
16 - 18 January 2010, Saturday - Monday

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### Workshop Leader

#### Denise Logan

Denise Logan has degrees in History, International Relations and Educational Administration. She held the position of Diploma Coordinator at Lauriston Girls' School in Melbourne for 18 years, retiring at the end of 2007. She has extensive experience as a coordinator through introducing the IB Diploma and supervising its expansion as well as managing the CAS programme, teaching TOK and IB History.

For the past two year's Denise has remained active in IB affairs. She is a Team Leader for Paper 2 in History, an Assistant Moderator for internal assessment and a marker of History Extended Essays and has led IBDP Coordinator and History workshops in the IBAP region. As well as this she has worked for the IBAP region on Five Year Review panels and authorisation visits as well as undertaking consultancy work for individual schools. In past years she has participated in curriculum revision and grade award at IBCA, conducted Theory of Knowledge workshops and been an active member of the AAIBS Standing committee.

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#### **All participants are requested to bring with them the following:** (hard or soft copies)

- A copy of this Agenda
  - The current Handbook of Procedures for the Diploma Programme
  - Your personal job description if you are already coordinating a DP programme.
  - Extended Essay, TOK and CAS guides.
  - Individual school schedules and timelines where available.
  - Laptop computer and USB especially if you do not have access to all the above documents
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*Please note: details of sessions are subject to change based on needs of the group*

Saturday, 16 January

0830 - 0900

### **Welcome & Introduction**

0900 - 1000

### **Session 1: The Role of the IBDP Coordinator**

Objectives: To become comfortable as a group to work together for the next three days and to run through the essentials of the coordinator's job.

- Icebreaker activity
- Introductions, questions from the group for the workshop
- The role description of the coordinator
- Responsibilities to IBCA and to school community

1000 - 1030

Morning Break

1030 - 1200

### **Session 2: IB Philosophy and the DP Coordinator**

Objective: To demonstrate the role of the DP coordinator in the promotion of the IB ideals in the school

- The IBDP coordinator and school improvement
- Programme Standards and Practices
- The IBO Mission
- The IB Learner Profile
- Promotion of internationalism and intercultural awareness

1200 - 1300

Lunch

1300 - 1430

### **Session 3: Organisational issues**

Objective: To clarify the everyday administrative role of the DP Coordinator

- The practical needs of the coordinator
- Timetabling issues (class size, time allocation)
- Budgeting including workshops
- Communication issues (including dealing with issues with IBCA)
- The promotion of the IB Diploma within the school community
- Conditions for continuing membership of the IBO

1430 - 1500

Afternoon Break

1500 - 1630

### **Session 4: The provision of the Diploma Programme**

Objective: To enable the IBDP coordinator to ensure that every student in the school has the best possible programme.

- The hexagon – what subjects should a school offer?
- Links to other programmes (MYP, PYP, national curricula)
- What combinations of subjects should be possible?
- New curriculum developments including new course structure for groups 1 and 2
- Which students are suited to the IB Diploma?
- Giving course advice
- Language policy

1630

End of Day 1

Sunday, 17 January  
0830 - 1000

**Session 5: Theory of Knowledge**

Objectives: To ensure that participants can play a role in the promotion of TOK in class rooms as well as administering the course.

- The course
- Models of organisation
- TOK in all IB classrooms
- Modelling TOK in your own classroom

1000 - 1030

Morning Break

1030 - 1200

**Session 6: The organisation of a Two-Year Programme**

Objective: To assist participants in their ability to run a coherent two-year programme.

- *Recruitment (follow up from session 3)*
- *Using the Handbook (advance notice, etc)*
- *School deadlines*
- Registration of candidates using IBNET and IBIS

1200 - 1300

Lunch

1300 - 1430

**Session 7: The Examination Session**

Objective: To ensure that participants are clear about the responsibilities of the DP Coordinator during the examination session.

- The conduct of examinations
- Adverse circumstances
- Types and principles of Assessment
- Moderation
- The examination process
- The award of the Diploma

1430 - 1500

Afternoon Break

1500 - 1630

**Session 8: IB Online- using the OCC and IBIS**

Objective : To make participants more comfortable in using IBO sites

- This session aims to give hands on experience using IBNET,IBIS and the Online curriculum Centre

1630

End of Day 2

Monday, 18 January  
0830 - 1000

**Session 9: The Extended Essay**

Objective: To enable new coordinators to play an appropriate role in promotion and administration of the Extended Essay.

- IBO regulations, the 'Extended Essay Guide' , new for 2009
- Selection of topics
- Supervision and assessment
- Academic honesty

1000 - 1030

Morning Break

1030 - 1200

**Session10: Creativity, Action and Service/ University entrance**

Objectives: 1. To enable new coordinators to play an appropriate role in promotion and administration of the CAS programme.

2. To enable new coordinators to play an appropriate role in giving assistance with university entrance

- Who coordinates CAS?
- The 'CAS guide'
- Possible approaches to CAS
- Affecting change in school CAS culture
- Some basic information about administration of university entrance procedures and the IB Diploma.

1200 - 1300

Lunch

1300 - 1430

**Session 11: The Review Process/ Authorisation for new schools**

Objective: To offer special assistance according to the stage that particular schools are at.

- We will split up into different groups for this session

1430 - 1500

Afternoon Break

1500 - 1600

**Session 12: The way forward**

Objective: To assist participants in reflecting on the three days of the workshop and making positive decisions about how each one will make improvements in their own running of the programme in their own school.

1. Reflection and written plans to be shared.
2. To cover any participant issues that remain
3. To complete feedback forms and hand out certificates

1600

Workshop Closes and Award of Certificates\*

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\* 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.