
Calendar for Coordinators

— Kieran Burgess & Ibicus —

Housekeeping

- Webinar format, with times for Q&A
- Approximately 1 hour
- Zoom etiquette
- Post questions on the chat throughout, or ask verbally at section ends.

We will cover...

- The 'Annual Calendar' for a DPC
- The biggest impact tasks and when
- Co-constructing your Assessment Calendar
- Common approaches & challenges

The Annual Calendar

Key interactions with IBO
Biggest-impact tasks

- Financial deadlines
 - Assessment starters and deadlines
 - Procedural pivot points
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Template Annual Calendar

For an old year (M21) in DP.

I use Calendarpedia for the day/date structure, then adapt.

This example calendar includes the main items for 'at-a-glance' use only.



[Template calendar here](#)

Finances

- Annual fees invoiced: **31 August**
- Registration fees invoiced: **15 December**
- Other invoices as needed (e.g. **PD**, conferences, evaluation fees etc.)
- Billing contact set on My School, per programme.

Final demands sent for unseen invoices? Payment due dated yesterday?

- It's not you - but pay promptly to **avoid registration difficulties**.

Release of assessment material

- MYP **Partially completed unit planners** (for ePortfolio subjects) and this year's chosen **global context** released: 1 November (1 May)
- MYP interdisciplinary exam **pre-release material**: 1 April (1 October)
- MYP **exam packs**: download 7 days before each exam
- **TOK Essay** titles: 1 September (1 March)
- **DP Subject-specific** pre-releases - e.g. Business Management; Film; Computer Science - differing dates, can change with updated guides.

Registering students

- **MYP** - all MYP 5 students for *at least* **Personal Project**: 20 October (20 April)
 - Special request language provision request for personal project: 1 year earlier (20 Oct/Apr of MYP4)
- **CP & DP**: 15 November (15 May)
 - Special request Language A: 1 year earlier (15 Nov/May of DP1)
- MYP, CP & DP **Inclusive Access Arrangements**: 15 November (15 May)

Fringe cases:

- Groups 3-6 responses in special request language: 15 Nov (15 May) of DP 1.
- Non-regular Diplomas: 15 Nov (15 May) of DP 1.

Uploading coursework

- **eCoursework** (DP/CP) platform opens: **15 January** (15 July)
- **ePortfolio** (MYP) platform opens: **1 February** (1 August)
- DP/CP **Early Component** deadline (TOK, EE, Lang A HL, Arts): 15 March (15 September)
- Personal & Reflective Projects, ePortfolios, DP/CP **IA deadline**: 20 April (20 October)
- DP/CP **EAs**: 30 April (30 October)

Exams & Results

- Global Exam Schedule on PRC 2 years in advance
- Exam **re-schedule requests**: 15 March (15 September)
- **First exam**: typically the last Monday/Tuesday of April
- **Last exam**: typically penultimate week of May
- Consider internal **(mock) exams** timing

Results:

- **Pre-release** available to you: 5 July
- Students: **6 July**
- DP Coordinator's **Results Analysis Template** on my website (kpburgess.com/leadership-resources)
- **Analysis** with staff: pre-term 1?

Assessment Calendars

DPCP: a must

MYP: growing in prominence

- Required by IB to spread assessment load
 - Obligated to foster the wellbeing
 - What is calendarable?
 - Whole programme in advance
 - **Cemented** dates
-

“The school demonstrates in its systems, processes and policies attention to the social, emotional, and physical well-being of its students and teachers.”

(0202-03-0200)

“[The DPC develops] a calendar of **internal** deadlines for IB assessments, the EE, and completion of CAS requirements... This calendar should take into consideration students’ involvement in extra-curricular activities, important school events, daily homework requirements and family obligations.” *DP Principles into Practice*.

“The school schedule or calendar indicates a balanced approach to assessment deadlines for IA, EA, EE, CAS.” *Guide to Programme Evaluation*

Benefits of a well-made assessment calendar

- Students and teachers can **realistically plan** their work
- Recognises that all work **cannot be done at once**
- Recognises that students undertake **1 Diploma**, not 9 separate components
- **Reduces stress** on students
- Allows time for teachers to:
 - **Feedback**
 - Check **authenticity**
 - Mark
 - **Standardise**
 - Prepare moderation **samples**

CEMENTING DATES

All qualifying
assessment types
must go in the
calendar

Dates are cemented:
immovable

Consider carefully the
2-year programme.
Plan backwards from
assessment dates

Internal & External
Assessment **Draft**
submissions

Internal & External
Assessment **Final**
submissions

Mid-courses and mocks

Visual Arts exhibitions
and interviews which
are conducted as a
requirement of the DP
course

Theory of Knowledge
Exhibitions

Theory of Knowledge
Essay **Draft and Final**
submissions

In class tests taking
place under timed
and/or silent conditions

In class tests over 15
minutes.

Theatre and Music
performances which are
conducted as a
requirement of the DP
course

Extended Essay interim
written milestones

Extended Essay
supervisor formal
checkpoints

Extended Essay **Draft
and Final** submissions

QUALIFYING ASSESSMENT TYPES

(What is Calendarable?)

Step 1: Setup your Calendar

- Correct day/dates
- Include holidays and exam dates
- Add in whole cohort deadlines (EE, TOK, mocks...)
- Include major uni application dates
- Colour code days to protect them (i.e. red for no entries, grey for holidays, green for special days)

Sample Calendar

- Includes both years for a cohort
- Is maintained as a live cloud doc
- Students, parents, teachers all refer to the same live file
- Subject leads can write into it at draft stage
- Your job is to spread load: consider subjects in same group on same day, small courses etc.
- Students empowered to insist on the plan being followed.



[Sample Calendar here](#)

THE PROCESS

Explain process to staff

Departments to collaboratively review current and previous calendars – VVVV? EBI?

Subject Leads submit their preferred dates for all Qualifying Assessments

May 31st

Draft calendar to Subject Leads for proofing

June 8th

Final calendar approved by Senior Leadership Team

June 10th

Published as the cemented 2-year calendar to community

June 14th



Image by Gemini AI, prompt: More than just coffee o' clock, it's the end of the session!

- Slides downloadable on kpburgess.com
- Official, certificated IB workshops on ibicus.org.uk
- Email me at kieran@kpburgess.com for coaching or consultancy
- Happy calendaring!

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