

**INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME
CALENDAR OF EVENTS AND DEADLINES**

IB WORLD SCHOOL 4464

SCHOOL YEAR 2024 / 2025

DATE/DEADLINE	CLASS	EVENT/ACTION	WHO
By September 1 st , 2024	-	School pays the annual fee	IB-DP Coordinator/ Accountants
From September 1 st , 2024	-	The IB publishes subject reports on IBIS and the PRC when each report becomes available	Teachers/ IB-DP Coordinator
By September 9 th , 2024	IB Year 1&2	Biology: Students read laboratory/IA/ assessment rules and confirm the fact with their signatures	Students/ Biology teachers
By September 12 th , 2024	IB Year 1&2	Chemistry: Students read laboratory/IA rules/ assessment rules and confirm the fact with their signatures	Students/ Chemistry teachers
By September 15 th , 2024	2024 graduates	Last date for requesting enquiries upon results	2024 graduates/ IB-DP Coordinator
	IB Year 1	Students read the essential IB documents and confirm the fact with their signatures: - <i>General regulations: Diploma Programme</i> - <i>IB learner profile</i> - <i>Academic integrity</i> - <i>Szkolna polityka uczciwości akademickiej</i> - <i>Adverse circumstances</i> - <i>IB Diploma Programme grade descriptors</i> - <i>Effective citing and referencing in IB</i> - <i>Guide to Harvard style of referencing</i>	Students/ IB-DP Coordinator

		<i>-References and bibliography – Harvard style</i>	
By September 23 rd , 2024	IB Year 2	Physics IA: Students propose outlines (with research questions) of experiments. They must be approved by the teacher	Students/ Physics teacher
By September 30 th , 2024	pre-IB Year 2	Students read the subject choice rules and confirm the fact with their signatures	Students/ IB-DP Coordinator
	IB Year 1	Students are introduced to subject assessment rules (PZOs), subject guides, CAS and EE guides, CAS Handbook	Students/ IB teachers/ EE supervisors/ CAS Coordinator/ IB-DP Coordinator
	IB Year 2	Candidates with learning support requirements send appropriate documentation to Coordinator	Students/ IB-DP Coordinator
	IB Year 2	Biology IA: Students submit the set of collected data (DCP) taken during their experiments for teacher approval	Students/ Biology teachers
	IB Year 2	Biology EE: Students propose design of the experiment	Students/ Biology teachers
	IB Year 2	TOK: Theory of knowledge prescribed titles for essay are available	TOK teachers
	IB Year 2	Collaborative Science Project final presentation takes place	Students/ G4 teachers/ IB-DP Coordinator
October 2024	IB Year 1	Students start their work on EE: decide on the subject and topic of EE, consult their subject teacher on the matters of thesis formulation, methodology, bibliography, EE specific and general assessment criteria,	Students/ EE supervisors

	IB Year 1	consult the Extended Essay Guide, and clear up all issues CAS: Students start their activities	Students
	IB Year 2	TOK: Students start their work on TOK essay: choose the prescribed title, discuss initial exploration of the selected title	Students/ TOK teachers
By October 7 th , 2024	IB Year 2	EE: Students submit EE report form 3. Interim reflection session takes place	IB-DP Coordinator/ EE supervisors
	IB Year 2	Physics IA: Students propose design of the experiment	Students/ Physics teacher
	IB Year 1	CAS: Students hand in CAS plans and initial reflections to CAS Coordinator	Students/ CAS Coordinator
By October 9 th , 2024	IB Year 2	Mathematics Analysis and Approaches HL&SL and Mathematics Applications and Interpretation SL IA: Students choose topics and submit outline worksheets	Students/ Mathematics teachers
By October 10 th , 2024	IB Year 1	History IA & EE: Students choose topics	Students/ History teacher
By October 16 th , 2024	IB Year 2	Geography IA: Students submit the first draft	Students/ Geography teachers
	IB Year 2	History IA: Students submit the first draft	Students/ History teacher
By October 28 th , 2024	IB Year 2	Biology IA: Students submit design of the experiment	Students/ Biology teachers
	IB Year 2	Biology EE: Students submit the final set of collected data	Students/ Biology teachers
	IB Year 2	Chemistry IA: students submit data taken during their	Students/ Chemistry teachers

		experiments for teacher approval	
	IB Year 2	Chemistry EE: Students submit first draft of EE (hard copy and PDF via e-mail)	Students/ Chemistry teachers
	IB Year 2	Physics EE: Students submit data taken during their experiments	Students/ Physics teacher
By November 4 th , 2024	IB Year 1	English B EE: Students decide on the topic	Students/ English B teachers
	IB Year 2	Geography EE: Students submit the first draft	Students/ Geography teacher
	IB Year 2	Physics IA: Students submit the final set of collected data	Students/ Physics teachers
By November 6 th , 2024	IB Year 2	History EE: Students submit the first draft	Students/ History teacher
By November 12 th , 2024	IB Year 1	Chemistry EE: students propose topics of EE (with description of the method, apparatus, and feasibility) EE topic MUST BE approved by teacher.	Students/ Chemistry teachers
By November 15 th , 2024	IB Year 2	First registration deadline (IBIS)	IB-DP Coordinator Students/ IB-DP
	IB Year 2	Candidates with learning support requirements: Coordinator sends requests for inclusive assessment arrangements.	Students / IB-DP Coordinator
	IB Year 2	English B EE: students submit the first draft	Students/ English B teachers
By November 18 th , 2024	IB Year 2	TOK: Students submit their initial work - an essay plan/ an essay outline/explorations	Students/TOK teachers
By November 25 th , 2024	IB Year 2	Biology IA: Students submit the conclusion part	Students/ Biology teachers

	IB Year 2	Biology EE: Students submit Conclusion and Evaluation	Students/ Biology teachers
	IB Year 1	Biology EE: Students propose topics of EE (with description how to do it, apparatus, and feasibility) EE topic must be approved by the teacher	Students/ Biology teachers
	IB Year 2	Chemistry IA: Students submit the full version of first draft (hard copy handed in, plus electronic version in PDF format sent by email)	Students/ Chemistry teachers
By November 29 th , 2024	IB Year 1	CAS: Students show their records to CAS Coordinator	Students/ CAS Coordinator
By December 2 nd , 2024	IB Year 1	Economics EE: Students decide on the topic, research question, bibliography and plan	Students/Economics teacher
By December 5 th , 2024	IB Year 1	History IA & EE: Students submit plans	Students/ History teacher
By December 16 th , 2024	IB Year 2	Polish A EE: Students submit their first drafts to their supervisors	Students/ Polish A Lit. teachers
	IB Year 2	Biology IA: Students submit the full version of first draft (hard copy handed in, plus electronic version in PDF format sent by email)	Students/ Biology teachers
	IB Year 2	Geography EE: Students submit the final version of EE	Students/ Geography teachers
	IB Year 2	Physics IA: Students submit the first draft	Students/ Physics teacher
By December 18 th , 2024	IB Year 2	Physics EE: Students submit the first draft	Students/ Physics teacher
	IB Year 2	CAS: Students show their CAS records	Students/ CAS Coordinator

	IB Year 2	TOK: Students submit full draft of the TOK essay (hard copy and PDF via MS Teams)	Students/TOK teachers
By December 19 th , 2024	IB Year 2	Polish A Lit. HL: Students submit HL essay first draft	Students/ Polish A Lit. HL teacher
	IB Year 2	Mathematics Analysis and Approaches HL&SL and Mathematics Applications and Interpretation SL IA: Students submit the first draft	Students/ Mathematics teachers
	IB Year 2	Biology EE: Students submit their final EE draft	Students/ Biology teachers
By January 3 rd , 2025	IB Year 2	Geography IA: Students submit the final draft	Students/ Geography teachers
By January 7 th , 2025	IB Year 2	eCoursework upload interface becomes available via IBIS for early components.	Teachers/Students
By January 10 th , 2025	IB Year 2	EE: Students submit the final version of EE for assessment to Supervisors (in a specified form)	Students/EE supervisors
By January 13 th , 2025	IB Year 1	Students report to IB-DP Coordinator in writing (EE report form 1): 1.topic of EE + research question 2.plan of EE 3.bibliography 4.the form MUST be signed by the supervising teacher First reflection session takes place.	Students/EE supervisors/IB-DP Coordinator
	IB Year 1	Economics IA: Students submit the 1 st (out of 3) portfolio commentary (first draft)	Students/Economics teachers
(By) January 15 th , 2025	IB Year 2	Late registration deadline and the last opportunity to re-order candidate session numbers. DP Coordinator submits requests for re-evaluation of already	IB-DP Coordinator

	IB Year 2	approved inclusive assessment access arrangements The entry screens for predicted grades and internal assessment marks become available on IBIS and eCoursework upload screens open for IA	Teachers/ IB-DP Coordinator
By February 7 th , 2025	IB Year 2	Biology IA: Students submit the final draft with the appropriate form (hard copy) and electronic version in PDF format (sent by email)	Students/ Biology teachers
	IB Year 2	Chemistry IA: Students submit the final version plus appropriate form (hard copy and electronic version in PDF format sent by email)	Students/ Chemistry teachers
	IB Year 2	Economics IA: Students submit their last (out of 3) portfolio commentary (first draft)	Students/Economics teachers
By February 10 th , 2025	IB Year 2	EE: Students upload EEs for assessment (IBIS). Students submit one hard copy of EE to Coordinator. Final reflection session takes place.	Students/ IB-DP Coordinator/ EE supervisors
	IB Year 2	TOK: Students submit the final version of TOK essay and PPF (planning and progress form) to their TOK teacher	Students/ TOK teachers
By February 28 th , 2025	IB Year 2	English B IA: Individual Oral is completed	Students/ English B teachers
	IB Year 2	Economics IA: Students submit the final version of 3 commentaries (in 1 PDF file) to their teacher	Students/ Economics teachers
February/March 2025	Candidates for school	Admission rules for 2025/26	IB-DP Coordinator

By March 3 rd , 2025	IB Year 2	History IA: Students submit the final version	Students/ History teacher
	IB Year 2	Physics IA: Students submit the final draft	Students/ Physics teacher
	IB Year 2	Mathematics Analysis and Approaches HL&SL and Mathematics Applications and Interpretation SL IA: Students submit the final copy	Students/ Mathematics teachers
	IB Year 2	TOK: Students upload TOK essays for assessment (IBIS)	Students
By March 4 th , 2025	IB Year 2	Polish A Lit. HL: Students submit final versions of their essays to their teachers (electronic format)	Students/ Polish A Lit. teachers
By March 7 th , 2025	IB Year 1	TOK: Students start their work on exhibition Students get familiar with the requirements of the task	Students/ TOK teachers
By March 13 th , 2025	IB Year 1	History IA & EE: Students submit developed plans	History students/ History teacher
By March 14 th , 2025	IB Year 2	Teachers submit electronically (IBIS): • Extended Essay + EE/RPPF • Theory of knowledge essay • Language A Lit. HL essay	EE supervisors, TOK teachers, Lg A Lit. teachers
	IB Year 2	Spanish B IA: Individual Oral is completed	Students/ Spanish B teacher
(By) March 15 th , 2025	IB Year 2	Coordinator sends requests for rescheduling examinations	IB-DP Coordinator
	IB Year 2	Submission deadline for: • Extended Essay • Theory of Knowledge essay • Language A: literature HL essay	IB-DP Coordinator
	IB Year 2	The Assessment Division, Global Centre, Cardiff sends	IB-DP Coordinator

		examination stationery to schools.	
By March 28 th , 2025	IB Year 2	CAS: The end of activities. Students present their outcomes. Students submit CAS records to CAS Coordinator	Students/ CAS Coordinator
	pre-IB Year 2	Students complete first subject choice forms. Teachers inform students about predicted grades (on special forms)	Students/ Teachers/ IB-DP Coordinator
	IB Year 2	Polish A Lit. IA: Individual Oral is completed	Students/ Polish A Lit. teachers
	IB Year 2	Polish A Lit. IA: Students submit complete portfolios (hard copy or on a data storage device) to their teachers	Students/ Polish A Lit. teachers
	IB Year 2	German B IA: Individual Oral is completed	Students/ German B teachers
March/April 2025	pre-IB Year 1&2 IB Year 1&2	IB-DP Open Day	Students/Teachers/ IB-DP Coordinator
April 2025	IB Year 2	The Assessment Division, Global Centre, Cardiff sends examination papers and other examination material to schools.	IB-DP Coordinator
	IB Year 2	Conduct of examinations – procedures are presented to candidates	IB-DP Coordinator/ Students
	IB Year 1	TOK: Students select one IA prompt and three objects	Students/ TOK teachers
By April 8 th , 2025	IB Year 2	Teachers enter marks for internal assessment and TOK exhibition, and predicted grades, including predicted grades for EEs and TOK (IBIS)	Teachers/EE supervisors

By April 10 th , 2025	IB Year 2	Coordinator confirms marks for IA, TOK exhibition and predicted grades, including PGs for EEs and TOK (IBIS)	IB-DP Coordinator
	IB Year 2	EE/IA Day	Students/ IB-DP Coordinator/ IB-DP teachers
By April 15 th , 2025	IB Year 2	Languages A&B: Teachers upload (sample) internal assessment audio recordings and related materials (IBIS). Groups 3-5: Teachers upload (sample) internal assessment and related materials (IBIS).	Teachers
	IB Year 2	IB notifies schools of scanning centre addresses.	IB-DP Coordinator
	IB Year 2	Final candidate registration deadline (IBIS)	IB-DP Coordinator
By April 20 th , 2025	IB Year 2	Address notifications of scanning centre(s) available on IBIS for scripts	IB-DP Coordinator
	IB Year 2	Last opportunity for coordinators to withdraw retake, diploma or anticipated candidates from session, so May 2024 does not count towards their three diploma sessions	IB-DP Coordinator
By April 23 rd , 2025	IB Year 1	EE: Students report to IB-DP Coordinator (EE report form 2) the progress of work done since January	Students/EE supervisors/IB-DP Coordinator

By April 25 th , 2025	IB Year 1	English B EE: students submit chapter 1	Students/ English B teachers
	IB Year 1	Chemistry IA: Students presents two IA topic proposals. The topic must be approved by the teacher	Students/ Chemistry teachers
	IB Year 2	Graduation ceremony	Students/Teachers/IB-DP Coordinator/School head/Deputy heads
	IB Year 1	TOK: Students submit a draft of the exhibition (hard copy and PDF via e-mail)	Students/ TOK teachers
April 28 th , 2025	B Year 2	Examination period starts	Students/Teachers/IB-DP Coordinator
(By) May 1 st , 2025	IB Year 2	IB-DP Coordinator completes and returns the Reply form: Arrival of examination papers	IB-DP Coordinator
May 21 st , 2025	IB Year 2	Examination period ends	Students/Teachers/IB-DP Coordinator
By May 22 nd , 2025	IB Year 1	History IA& EE: Students submit first draft of IA and EE elements	History students/ History teacher
By May 26 th , 2025	IB Year 1	CAS: Students hand in their mid-term reflection to CAS Coordinator (e-mail)	Students/ CAS Coordinator
	IB Year 1	TOK: TOK exhibition is completed	Students/ TOK teachers
By May 27 th , 2025	IB Year 1	Biology IA: Students present topic proposals. Topic MUST be approved by the teacher	Students/ Biology teachers
By May 30 th , 2025	pre-IB Year 2	Students complete final subject choice forms.	Students/ IB-DP Coordinator
By June 1 st , 2025	IB Year 2	Coordinator sends requests for transcript results service to universities and colleges	IB-DP Coordinator
	IB Year 2	CAS Coordinator indicates on IBIS whether diploma/retake candidates have completed the CAS requirement	CAS Coordinator/ IB-DP Coordinator

By June, 6 th , 2025	IB Year 1	Economics IA: Students submit the 2 nd (out of 3) Portfolio commentary (first draft)	Students/Economics teachers
By June 16 th , 2025	IB Year 2	Teachers feedback on examinations.	Teachers
	IB Year 1	Collaborative Sciences Project is complete. The final presentation takes place	Students/ G4 teachers/ IB-DP Coordinator
By June 20 th , 2025	IB Year 1	Geography IA: fieldwork is complete	Students/Geography teachers
By June 27 th , 2025	-	Lists of textbooks for the school year of 2025/2026 are complete	Teachers/ IB-DP Coordinator
July 5 th , 2025	IB Year 2	IB issues results to schools and universities on IBIS	IB-DP Coordinator
	IB Year 2	Enquiry upon results: requests can be submitted from this date	IB-DP Coordinator
July 6 th , 2025	IB Year 2	Results are made available to candidates via the IB public website	Graduates
July 7 th , 2025	IB Year 2	School certificates with IB grades are issued	IB-DP Coordinator/ 2024 Graduates
	IB Year 2	Component marks and grades are made available on IBIS	IB-DP Coordinator
July 9 th , 2025	IB Year 2	Statistics on global and school results are made available on IBIS	IB-DP Coordinator
July 12 th , 2025	IB Year 2	Internal assessment feedback is published on IBIS	IB-DP Coordinator
By August 30 th , 2025	IB Year 2	The IB Assessment Centre sends <i>IB Diplomas, Diploma results and Course results</i> to schools	IB-DP Coordinator/ Graduates