**INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME**

**CALENDAR OF EVENTS AND DEADLINES**

**IB WORLD SCHOOL 4464**

# **SCHOOL YEAR 2019 / 2020**

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| DATE/DEADLINE | CLASS | EVENT/ACTION | WHO |
| By September 1st, 2019 | - | School pays the annual fee | IB-DP Coordinator/ Accountants |
| From September 1st, 2019 | - | The IB publishes subject reports on IBIS and the PRC when each report becomes available | Teachers/ IB-DP Coordinator |
| By September 6th, 2019 | IB Year 1&2 | Biology: Students read the biology laboratory/IA rules/ assessment rules and confirm the fact with their signatures | Students/ Biology teachers |
| By September 10th, 2019 | IB Year 1&2 | Chemistry: Students read the chemistry laboratory/IA rules/ assessment rules and confirm the fact with their signatures | Students/ Chemistry teachers |
| By September 13th, 2019 | IB Year 1 | Students read the essential IB documents and confirm the fact with their signatures:  *-General regulations: Diploma Programme*  *-IB learner profile booklet*  *-Academic honesty*  *-Academic honesty in the Diploma Programme*  *-Szkolna polityka uczciwości akademickiej*  *-Effective citing and referencing in IB*  *-Guide to Harvard style of referencing*  *-References and bibliography – Harvard style* | Students/ IB-DP Coordinator |
| By September 14th, 2019 | IB Year 2 | Physics internal assessment: Students propose outlines (with research questions) of experiments that they could work on. The experiments must be approved by the teacher. | Students/ Physics teacher |
| By September 15th, 2019 | 2019 graduates | Last date for requesting  enquiries upon results | 2019 graduates/ IB-DP Coordinator |
| By September 30th, 2019 | pre-IB (1b1)  IB Year 1  IB Year 2  IB Year 2  IB Year 2  IB Year 2  IB Year 2  IB Year 1 | Students read the subject choice rules and confirm the fact with their signatures  Students are introduced to subject assessment rules (PSOs), subject guides, CAS and EE guides, CAS Handbook  Candidates with learning support requirements send appropriate documentation to Coordinator  Biology IA: Students propose design of the experiment.  Biology EE: Students propose design of the experiment.  Physics internal assessment: Students propose design of the experiment.  Theory of knowledge prescribed titles for essay available on programme resource centre.  Students hand in CAS plans to CAS Coordinator. | Students/ IB-DP Coordinator  Students/ IB teachers/ EE supervisors/ CAS Coordinator/ IB-DP Coordinator  Students/ IB-DP Coordinator  Students/ Biology teachers  Students/ Biology teachers  Students/ Physics teacher  TOK teachers  Students/ CAS Coordinator |
| October 2019 | IB Year 1  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, consult the Extended Essay Guide, and clear up all issues  Students start their CAS activities. | Students/ EE supervisors  Students |
| By October 1st, 2019 | IB Year 2 | Mathematical Exploration: Students choose topics and submit outline worksheets (Mathematics HL&SL/ Mathematical Studies SL) | Students / Mathematics teachers |
| By October 11th, 2019 | IB Year 2  IB Year 2 | Physics EE: Students submit data taken during their experiments.  Students submit Computer Science IA description of the product | Students/ Physics teacher  Students/ Computer Science teacher |
| By October 15th, 2019 | IB Year 2 | Workshop for students applying to universities in Great Britain | Interested students/ IB-DP Coordinator |
| By October 18th, 2019 | IB Year 1 | Students write their initial reflections and show them to CAS Coordinator if asked. | Students/ CAS Coordinator |
| By October 21st, 2019 | IB Year 2 | Students submit Geography  IA first draft | Students/ Geography teachers |
| By October 25th, 2019 | IB Year 2 | Chemistry EE: Students submit first draft of EE (hard copy and PDF via e-mail) | Students/Chemistry teachers |
| By October 29th, 2019 | IB Year 1 | Chemistry EE: students propose topics of EE (with description how to do it, apparatus, and feasibility) EE topic MUST BE approved by teacher. | Students/Chemistry teachers |
| By October 31st, 2019 | IB Year 2  IB Year 2  IB Year 2 | Biology IA: Students submit the final set of collected data.  Biology EE: Students submit the final set of collected data  Students carry out Computer science IA „Stage 1: Planning and preparation” and submit “Criterion A: Planning” | Students/ Biology teachers  Students/ Biology teachers  Students/ Computer Science teacher |
| November – December 2019 | IB Year 2 | Individual Oral Presentations | Students/ Polish A teachers |
| By November 5th, 2019 | IB Year 2 | Mathematical Exploration: Students submit the first draft (Mathematics HL&SL/ Mathematical Studies SL) | Students/Mathematics teachers |
| By November 8th, 2019 | IB Year 2  IB Year 2 | Chemistry IA: students submit data taken during their experiments for teacher approval  Students write their mid-term reflections and show them to CAS Coordinator if asked. | Students/ Chemistry teachers  Students/ CAS Coordinator |
| By November 15th, 2019 | IB Year 2  IB Year 2  IB Year 2  IB Year 1  IB Year 2 | First registration deadline (IBIS)  Students submit EE report form 3. Interim reflection session takes place.  Candidates with learning support requirements: Coordinator sends requests for inclusive assessment arrangements.  Subjects in groups 3 to 6:  send special requests  Physics EE: Students submit the first draft of EE. | IB-DP Coordinator  Students/ IB-DP Coordinator/ EE supervisors  Students / IB-DP Coordinator  Teachers/ IB-DP Coordinator  Students/ Physics teacher |
| By November 16th, 2019 | IB Year 1 | Students choose History IA topics | Students/ History teacher |
| By November 17th, 2019 | IB Year 2 | Students submit History IA and EE first drafts | Students/ History teacher |
| By November 23rd, 2019 | IB Year 1 | Students choose History EE topics | Students/ History teacher |
| By November 28th, 2019 | IB Year 2 | Students carry out Computer science IA “Stage 2: Gathering information for the solution” and submit “Criterion B: Design” and “Record of tasks” | Students/ Computer Science teacher |
| By November 29th, 2019 | IB Year 2  IB Year 2  IB Year 1  IB Year 2  IB Year 2  IB Year 1  IB Year 2  IB Year 2  IB Year 2 | Students submit the conclusion part of Biology Internal Assessment  Biology EE: Students submit Conclusion and Evaluation  Biology EE: students propose topics of EE (with description how to do it, apparatus, and feasibility) EE topic MUST BE approved by the teacher  Chemistry EE: Students submit the final EE draft.  Students submit the first draft of Chemistry IA (hard copy handed in, plus electronic version in PDF format sent by email)  G4P organizational meeting  Physics internal assessment: Students submit the final set of collected data.  Students submit a TOK essay first draft.  Deadline first draft WA | Students/ Biology teachers  Students/ Biology teachers  Students/ Biology teachers  Students/ Chemistry teachers  Students/ Chemistry teachers  Students/G4 teachers/G4P coordinator  Students/ Physics teacher  students/TOK teacher  Students/ Polish A teachers |
| By December 12th, 2019 | IB Year 1 | Students submit History IA and EE plans | Students/ History teacher |
| By December 13th, 2019 | IB Year 2  IB Year 2 | Physics internal assessment: Students submit the first draft of Physics Internal Assessment  Physics EE: Students submit their final EE draft. | Students/ Physics teacher  Students/ Physics teacher |
| By December 16th, 2019 | IB Year 2 | Students show their CAS records to CAS Coordinator. | Students/ CAS Coordinator |
| By December 20th, 2019 | IB Year 2  IB Year 1  IB Year 2  IB Year 2  IB Year 2 | Biology EE: Students submit their final EE draft  G4P meeting: topic and research proposals  Mathematical Exploration: Students receive teacher’s feedback on the first draft (Mathematics HL&SL/ Mathematical Studies SL)  Students submit Geography EE first draft  TOK Presentation and PPD (presentation planning document) are completed. | Students/ Biology teachers  Students/G4 teachers/G4P coordinator  Students/Mathematics teachers  Students/ Geography teachers  Students/TOK teacher |
| January – February 2020 | IB Year 2 | Individual Oral Commentary | Students/ Polish A teachers |
| January 5th, 2020 | IB Year 2 | eCoursework upload interface becomes available via IBIS for early components | Teachers |
| By January 7th, 2020 | IB Year 2 | Students submit Geography IA final draft. | Students and Geography teachers |
| By January 10th, 2020 | IB Year 1 | Students submit the 1st (out of 3) Economics Portfolio commentary | Students/Economics teachers |
| (By) January 15th, 2020 | IB Year 2  IB Year 2  IB Year 1  IB Year 2 | Second candidate  registration deadline and the  last opportunity to re-order  candidate session numbers. DP Coordinator submits requests for re-evaluation of already 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  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 submit all parts of Biology Internal Assessment | IB-DP Coordinator  Teachers/ IB-DP Coordinator  Students/EE supervisors/IB-DP Coordinator  Students/ Biology teachers |
| By January 23rd, 2020 | IB Year 2  IB Year 2  IB Year 1  IB Year 2  IB Year 2 | Students submit the final version of their Chemistry IA with appropriate form ((hard copy + CD handed in for archive and electronic version in PDF format sent by email) and 4ICCS form with reflective statement outlining students involvement in the group 4 project Physics internal assessment: Students submit the final version of Physics Internal Assessment  G4P: experiments start  Students submit a TOK essay final draft to the TOK teacher.  Students carry out Computer science IA “Stage 3: Creating the solution” and submit the product. | Students/ Chemistry teachers  Students/ Physics teacher  Students/G4 teachers  Students/TOK teacher  Students/ Computer Science teacher |
| By February 10th, 2020 | IB Year 2  IB Year 2 | Students submit last Economics Portfolio commentary.  Students finish their CAS projects. | Students/Economics teacher  Students/ CAS Coordinator |
| By February 11th, 2020 | IB Year 2 | Mathematical Exploration: Students submit the final copy (Mathematics HL&SL/ Mathematical Studies SL) | Students/Mathematics teachers |
| By February 12th, 2020 | IB Year 2 | Students submit the final version of EE for inspection to Coordinator | Students/ IB-DP Coordinator/ EE supervisors |
| By February 14th, 2020 | IB Year 2 | Students submit PPF (planning and progress form) to the TOK teacher. | Students/TOK teacher |
| By February 21st, 2020 | IB Year 2 | Students submit final version of Biology Internal Assessment | Students/ Biology teachers |
| By February 28th, 2020 | IB Year 1  IB Year 2  IB Year 2 | G4P meeting: progress report  Individual Oral in German B is completed  Computer science students submit the final version of the product and “Criterion C: Development” | Students/G4 teachers/G4P coordinator  Students/ German teacher  Students/ Computer Science teacher |
| February/March 2020 | - | Admission rules for 2020/21 | IB-DP Coordinator |
| By March 5th, 2020 | IB Year 2 | Students submit History IA final version for assessment | Students/ History teachers |
| By March 6th, 2020 | IB Year 2 | Students upload TOK essays and WA in Polish A Lit. for assessment (IBIS) | Students/TOK teachers/ Polish A Lit. teachers |
| By March 9th, 2020 | IB Year 2 | 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 |
| By March 11th, 2020 | IB Year 1 | Students submit modified History IA and EE plans | Students/ History teachers |
| By March 12th, 2020 | IB Year 2 | Teachers submit electronically (IBIS):  • extended essays + EE/RPPF  • theory of knowledge  • language A: literature  written assignment | EE supervisors, TOK teacher, Lg A: Lit. teachers |
| By March 13th, 2020 | IB Year 2  IB Year 2 | Individual Oral in Spanish B is completed  Computer science students submit “Criterion E: Evaluation” | Students/ Spanish B teacher  Students/ Computer Science teacher |
| (By) March 15th, 2020 | IB Year 2  IB Year 2  IB Year 2 | Coordinator sends requests for rescheduling examinations  Submission deadline for:  • extended essays  • theory of knowledge  • language A: literature  written assignment  The Assessment Division, Global Centre, Cardiff sends examination stationery to schools. | IB-DP Coordinator  IB-DP Coordinator  IB-DP Coordinator |
| By March 23rd, 2020 | IB Year 2 | Students submit the final copy of Computer Science IA | Students/ Computer Science teacher |
| By March 30th, 2020 | pre-IB (1b1)  IB Year 1  IB Year 2  IB Year 2 | Students complete first subject choice forms. Teachers inform students about predicted grades (on special forms)  Workshop for students applying to universities in Great Britain  EE/IA Day  Students finish all their CAS activities | Students/ Teachers/ IB-DP Coordinator  Interested students/ IB-DP Coordinator  Students/ IB-DP Coordinator/ IB-DP teachers  Students |
| March/April 2020 | pre-IB  IB Year 1&2 | IB-DP Open Day | Students/Teachers/ IB-DP Coordinator |
| April 2020 | IB Year 2  IB Year 2  IB Year 2 | The Assessment Division, Global Centre, Cardiff sends examination papers and other examination material to schools.  Students have their final CAS interviews and share their final reflections.  Conduct of examinations – procedures for candidates | IB-DP Coordinator  Students/ CAS Coordinator  IB-DP Coordinator/Students |
| By April 6th, 2020 | IB Year 2 | Teachers enter marks for internal assessment and TOK presentations, and predicted grades, including predicted grades for extended essays and theory of knowledge (IBIS) | Teachers/EE supervisors |
| By April 10th, 2020 | IB Year 2 | Coordinator confirms marks for internal assessment, TOK presentations and predicted grades,  including predicted grades for extended essays and theory of knowledge (IBIS) | IB-DP Coordinator |
| By April 15th, 2020 | IB Year 2  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).  TOK teacher submits presentation form TK/PPD (IBIS)  IB notifies schools of scanning centre addresses. | Teachers  IB-DP Coordinator |
| By April 15th, 2020 | IB Year 2  IB Year 2 | Final candidate registration deadline (IBIS)  Address notifications of  scanning centre(s) available  on IBIS for scripts | IB-DP Coordinator  IB-DP Coordinator |
| By April 30th, 2020 | IB Year 1 | G4P: Students submit conclusions and evaluation (on special forms) | Students/G4 teachers/G4P coordinator |
| May 2020 | IB Year 2 | Examination period (May 4th – 21st) | Students/Teachers/ IB-DP Coordinator |
| (By) May 1st, 2020 | IB Year 2  IB Year 2 | IB-DP Coordinator completes and returns the Reply form: Arrival of examination papers  Last opportunity for coordinators to withdraw retake, diploma or  anticipated candidates from session, so May 2020 does not  count towards their three diploma sessions | IB-DP Coordinator  IB-DP Coordinator |
| By May 22nd, 2020 | IB Year 1 | Students presents two IA topic proposals**.** Topics must be approved by teacher | Students/ Chemistry teachers |
| By May 27th, 2020 | IB Year 1 | Students submit first draft of History IA and EE elements | Students/ History teachers |
| By May 29th, 2020 | pre-IB (1b1)  IB Year 1  IB Year 1  IB Year 1  IB Year 1  IB Year 1 | Students complete final subject choice forms  Students report to IB-DP Coordinator ( EE report form 2) the progress of work done since January  Students presents Biology IA topic proposals**.** Topic must be approved by the teacher  Chemistry students take a year test  Geography fieldwork is completed  Students suggest TOK presentation topics (RLS, KQ) | Students/ IB-DP Coordinator  Students/EE supervisors/IB-DP Coordinator  Students/ Biology teachers  Students/ Chemistry teachers  Students/ Geography teachers  Students/TOK teachers |
| May/June 2020 (within 28  days after the  examination) | IB Year 2 | Teachers submit their comments about the May examination papers using the G2 form | Teachers |
| By June 1st, 2020 | IB Year 2 | CAS Coordinator indicates on IBIS which diploma/retake candidates have not completed the CAS requirement (if appropriate) | CAS Coordinator/ IB-DP Coordinator |
| By June 5th, 2020 | IB Year 1 | Students submit the 2nd (out of 3) Economics Portfolio commentary | Students/Economics teachers |
| By June 15th, 2020 | IB Year 1  IB Year 1 | G4P: final presentations  Students write their CAS mid-term reflections and show their CAS records to CAS Coordinator. | Students/G4 teachers/G4P coordinator  Students/ CAS Coordinator |
| By June 18th, 2020 | - | List of textbooks for the school year of 2020/2021 | Teachers/ IB-DP Coordinator |
| July 5th, 2020 | IB Year 2  IB Year 2 | IB issues results to schools and universities on IBIS  Enquiry upon results: requests can be submitted from this date | IB-DP Coordinator  IB-DP Coordinator |
| July 6th, 2020 | IB Year 2 | Results are made available to candidates via the IB public website | Graduates |
| July 7th, 2020 | IB Year 2 | Component marks and grades are made available on IBIS | IB-DP Coordinator |
| July 8th, 2020 | IB Year 2 | School certificates with IB grades are issued | IB-DP Coordinator/ Graduates |
| July 12th, 2020 | IB Year 2 | IB Cardiff releases internal assessment feedback | IB-DP Coordinator |
| By August 30th, 2020 | IB Year 2 | The IB Assessment Centre sends  *IB Diplomas*, *Diploma results*  and *Course results* to schools | IB-DP Coordinator/ Graduates |