**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 requestingenquiries upon results | 2019 graduates/ IB-DP Coordinator |
| By September 30th, 2019 | pre-IB (1b1)IB Year 1IB Year 2IB Year 2IB Year 2IB Year 2IB Year 2IB Year 1 | Students read the subject choice rules and confirm the fact with their signaturesStudents are introduced to subject assessment rules (PSOs), subject guides, CAS and EE guides, CAS HandbookCandidates with learning support requirements send appropriate documentation to CoordinatorBiology 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 CoordinatorStudents/ IB teachers/ EE supervisors/ CAS Coordinator/ IB-DP CoordinatorStudents/ IB-DP CoordinatorStudents/ Biology teachersStudents/ Biology teachersStudents/ Physics teacherTOK teachersStudents/ CAS Coordinator |
| October 2019 | IB Year 1IB 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 issuesStudents start their CAS activities. | Students/ EE supervisorsStudents |
| 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 2IB Year 2 | Physics EE: Students submit data taken during their experiments.Students submit Computer Science IA description of the product  | Students/ Physics teacherStudents/ 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 2IB Year 2IB Year 2 | Biology IA: Students submit the final set of collected data.Biology EE: Students submit the final set of collected dataStudents carry out Computer science IA „Stage 1: Planning and preparation” and submit “Criterion A: Planning” | Students/ Biology teachersStudents/ Biology teachersStudents/ 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 2IB Year 2 | Chemistry IA: students submit data taken during their experiments for teacher approvalStudents write their mid-term reflections and show them to CAS Coordinator if asked. | Students/ Chemistry teachersStudents/ CAS Coordinator |
| By November 15th, 2019 | IB Year 2IB Year 2IB Year 2IB Year 1IB 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 requestsPhysics EE: Students submit the first draft of EE. | IB-DP CoordinatorStudents/ IB-DP Coordinator/ EE supervisorsStudents / IB-DP CoordinatorTeachers/ IB-DP CoordinatorStudents/ 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 2IB Year 2IB Year 1IB Year 2IB Year 2IB Year 1IB Year 2IB Year 2IB Year 2 | Students submit the conclusion part of Biology Internal AssessmentBiology EE: Students submit Conclusion and EvaluationBiology EE: students propose topics of EE (with description how to do it, apparatus, and feasibility) EE topic MUST BE approved by the teacherChemistry 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 meetingPhysics internal assessment: Students submit the final set of collected data.Students submit a TOK essay first draft.Deadline first draft WA  | Students/ Biology teachersStudents/ Biology teachersStudents/ Biology teachersStudents/ Chemistry teachersStudents/ Chemistry teachersStudents/G4 teachers/G4P coordinatorStudents/ Physics teacherstudents/TOK teacherStudents/ 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 2IB Year 2 | Physics internal assessment: Students submit the first draft of Physics Internal AssessmentPhysics EE: Students submit their final EE draft. | Students/ Physics teacherStudents/ 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 2IB Year 1IB Year 2IB Year 2IB Year 2 | Biology EE: Students submit their final EE draftG4P meeting: topic and research proposalsMathematical Exploration: Students receive teacher’s feedback on the first draft (Mathematics HL&SL/ Mathematical Studies SL)Students submit Geography EE first draftTOK Presentation and PPD (presentation planning document) are completed. | Students/ Biology teachersStudents/G4 teachers/G4P coordinatorStudents/Mathematics teachersStudents/ Geography teachersStudents/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 2IB Year 2IB Year 1IB Year 2 | Second candidateregistration deadline and thelast opportunity to re-ordercandidate session numbers. DP Coordinator submits requests for re-evaluation of already approved inclusive assessment access arrangementsThe entry screens for predicted grades and internal assessment marks become available on IBIS and eCoursework upload screens open for IAStudents report to IB-DP Coordinator in writing ( EE report form 1):1.topic of EE + research question2.plan of EE3.bibliography4.the form MUST be signed by the supervising teacherFirst reflection session takes place.Students submit all parts of Biology Internal Assessment | IB-DP CoordinatorTeachers/ IB-DP CoordinatorStudents/EE supervisors/IB-DP CoordinatorStudents/ Biology teachers |
| By January 23rd, 2020 | IB Year 2IB Year 2IB Year 1IB Year 2IB 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 projectPhysics internal assessment: Students submit the final version of Physics Internal AssessmentG4P: experiments startStudents 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 teachersStudents/ Physics teacherStudents/G4 teachersStudents/TOK teacherStudents/ Computer Science teacher |
| By February 10th, 2020 | IB Year 2IB Year 2 | Students submit last Economics Portfolio commentary.Students finish their CAS projects. | Students/Economics teacherStudents/ 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 1IB Year 2IB Year 2 | G4P meeting: progress reportIndividual Oral in German B is completedComputer science students submit the final version of the product and “Criterion C: Development” | Students/G4 teachers/G4P coordinatorStudents/ German teacherStudents/ 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: literaturewritten assignment | EE supervisors, TOK teacher, Lg A: Lit. teachers |
| By March 13th, 2020 | IB Year 2IB Year 2 | Individual Oral in Spanish B is completedComputer science students submit “Criterion E: Evaluation” | Students/ Spanish B teacherStudents/ Computer Science teacher |
| (By) March 15th, 2020 | IB Year 2IB Year 2IB Year 2 | Coordinator sends requests for rescheduling examinationsSubmission deadline for:• extended essays• theory of knowledge• language A: literaturewritten assignmentThe Assessment Division, Global Centre, Cardiff sends examination stationery to schools. | IB-DP CoordinatorIB-DP CoordinatorIB-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 1IB Year 2IB 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 BritainEE/IA DayStudents finish all their CAS activities | Students/ Teachers/ IB-DP CoordinatorInterested students/ IB-DP CoordinatorStudents/ IB-DP Coordinator/ IB-DP teachersStudents |
| March/April 2020 | pre-IBIB Year 1&2 | IB-DP Open Day | Students/Teachers/ IB-DP Coordinator |
| April 2020 | IB Year 2IB Year 2IB 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 CoordinatorStudents/ CAS CoordinatorIB-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 2IB Year 2 | Languages A&B: Teachers upload sample internalassessment audiorecordings 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. | TeachersIB-DP Coordinator |
| By April 15th, 2020 | IB Year 2IB Year 2 | Final candidate registration deadline (IBIS)Address notifications ofscanning centre(s) availableon IBIS for scripts | IB-DP CoordinatorIB-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 2IB Year 2 | IB-DP Coordinator completes and returns the Reply form: Arrival of examination papersLast opportunity for coordinators to withdraw retake, diploma oranticipated candidates from session, so May 2020 does notcount towards their three diploma sessions | IB-DP CoordinatorIB-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 1IB Year 1IB Year 1IB Year 1IB Year 1 | Students complete final subject choice forms Students report to IB-DP Coordinator ( EE report form 2) the progress of work done since JanuaryStudents presents Biology IA topic proposals**.** Topic must be approved by the teacherChemistry students take a year testGeography fieldwork is completed Students suggest TOK presentation topics (RLS, KQ) | Students/ IB-DP CoordinatorStudents/EE supervisors/IB-DP CoordinatorStudents/ Biology teachersStudents/ Chemistry teachersStudents/ Geography teachersStudents/TOK teachers |
| May/June 2020 (within 28days after theexamination) | 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 1IB Year 1 | G4P: final presentationsStudents write their CAS mid-term reflections and show their CAS records to CAS Coordinator. | Students/G4 teachers/G4P coordinatorStudents/ 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 2IB Year 2 | IB issues results to schools and universities on IBISEnquiry upon results: requests can be submitted from this date | IB-DP CoordinatorIB-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 |