



Academic Year For CP Coordinators



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CP Coordinator's Handbook



Beginning

- Transition your school's ManageBac account to the new school year
- Confirm annual IB fees were paid
- Confirm student schedules meet IB requirements
- Analyse exam results from previous May
- Support teachers new to your school or the IB CP
- Finalise and share internal deadlines
- Confirm professional development needs
- Review new CP and DP coordinator notes, the assessment calendar and other key documents
- Register CP2 students for next session



Middle

- Launch the Reflective Project for CP1 students
- Support CP2 students during intense period of university applications and internal assessment deadlines
- Run mock examinations
- Submit purchase requests for next academic year
- Market the CP to external families
- Market the CP internally to middle school students and families
- Facilitate student, teacher, parent conferences
- Update programme development plan
- Confirm IA deadlines and progress with teachers



End

- Submit eCoursework in accordance with IB deadlines
- Announce exam schedule and clearly explain procedures
- Receive exams and stationary and store securely
- Conduct IB examinations and end-of-year exams
- Host student and parent information sessions for next year's CP1 students
- Review policies, handbooks and other guiding documents
- Review the CP core programme with key staff
- Confirm next year's budget
- Identify professional development needs

