



# Academic Year For DP Coordinators



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DP 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
- Support teachers new to your school or the IB DP
- Finalise and share internal deadlines
- Confirm professional development needs
- Launch CAS programme for DP1 students
- Review progress of DP2 students
- Register DP2 students for the next session



## Middle

- Launch the Extended Essay for DP1 students
- Support DP2 students during intense period of university applications and internal assessment
- Support teachers in reviewing the examiner reports
- Run mock examinations
- Submit purchase requests for next academic year
- Market the DP to external families
- Analyse exam results from previous May session
- Review the coordinator notes, the assessment calendar and other key documents
- Confirm IA, EA & EE progress with teachers and students



## End

- Submit eCoursework in accordance with IB deadlines
- Announce exam schedule and clearly explain procedures
- Receive IB exams and materials, store securely
- Conduct IB examinations and end-of-year exams
- Check CAS requirements are completed and acknowledged in IBIS
- Host information sessions for next year's DP1 students and parents
- Review policies, handbooks and other guiding documents
- Confirm next year's budget
- Identify professional development needs

