



The Role of the IBDPC

International Baccalaureate

The IB DP Coordinator is a pedagogical leader who carries out administrative and leadership functions for the International Baccalaureate Diploma Program at the Lab School Paris. As part of their function the DPC works closely with students, staff, and families to promote awareness, and successful development the educational program.

The DPC reports to the head of school.

DPC Responsibilities

Source: P. Atkins 2019

General Duties

- Inform the school community, including administration, teachers, legal guardians and candidates about the learner profile and the mission of IB.
- Ensure that teachers, legal guardians and candidates understand the curriculum and assessment requirements of the Diploma Programme and what subjects will be offered by the school.
- Ensure that Diploma Programme subjects are scheduled so they meet the IB recommended number of teaching hours and provide maximum concurrency of learning for candidates.
- Publish an internal calendar of all due dates for the receipt/submission of candidates' assessment material and other material/information required by the IB.
- Ensure that the school academic policy is aligned with the IB expectations, that teachers implement it and that both teachers and candidates are aware of the requirements and penalties imposed on candidates for breaches of IB regulations.
- Submit advance notice registration requirements, according to deadlines in this handbook.

IB Authorization

- Prepare the self study and accompanying documents for programme evaluation and organize the evaluation visit.

Teachers

- Provide teachers with up-to-date information about changes to courses of study, assessment requirements and administration.
- Ensure that teachers are provided access to the Programme Resource Centre (PRC) and that they are aware of the resources available on the site.
- Ensure that teachers have access to relevant sections of the Assessment Procedures, particularly those sections with subject-specific information.
- Ensure that all teachers have access to the Coordinator's notes when these become available.
- Ensure that teachers are provided with an opportunity for professional development related to the Diploma Programme and professional development requirements are met at evaluation.
- Provide information to teachers about any local regional association of IB schools and opportunities to network with other IB teachers.



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Students and Parents

- Ensure that parents and candidates are provided with a copy of General regulations: Diploma Programme when candidates are enrolled in the programme.
- Provide candidates and legal guardians with guidance on university recognition and the university results service.
- Ensure that the school has a means of support for IB candidates for whom the language of instruction is not their mother tongue.

DP Core

- Ensure that requirements for theory of knowledge are properly coordinated, and teachers of other IB subjects understand the nature and importance of this core requirement.
- Ensure that the programme of creativity, action and service (CAS) is properly coordinated and implemented according to current IB requirements.
- Ensure that the extended essay is administered according to requirements in the current guide and that candidates and teacher-supervisors are fully aware of these requirements.

Examinations

- Submit requests for inclusive assessment arrangements for candidates with assessment access requirements, at least one year in advance of the written examinations.
- Register candidates for an examination session, according to deadlines in this handbook.
- Submit/upload candidates' assessment material for moderation/markings with any accompanying forms, according to deadlines in the Assessment Procedures.
- Provide candidates with personal examination schedules, and contact the IB by the appropriate deadline where any scheduling conflict may exist.
- Ensure that a secure location is available for the storage of examination papers and other confidential assessment material.
- Conduct the written examinations in May/November in compliance with instructions in the Assessment Procedures.
- Ensure candidates and invigilators are provided with relevant information about examination regulations.
- Ensure that teachers provide feedback on the examination papers.
- Ensure that each candidate is provided with their personal identification number (PIN) and personal code so they can download their results on 6 July/6 January.
- Be available (or ensure another staff/faculty member is available) after the issue of results to answer questions, request any enquiries upon results or submit registrations for retake candidates, as applicable.

The DPC is compensated and/or receives significant time release and receives support from the IB school team to complete these duties.