

INTERNATIONAL BACCALAUREATE AUTHORIZATION PROCESS

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Presentation Items

- Overview
- Consideration Phase
- Request for Candidacy
- Decision on Candidacy by IB
- Candidate Phase
- Decision on authorization by IB

OVERVIEW

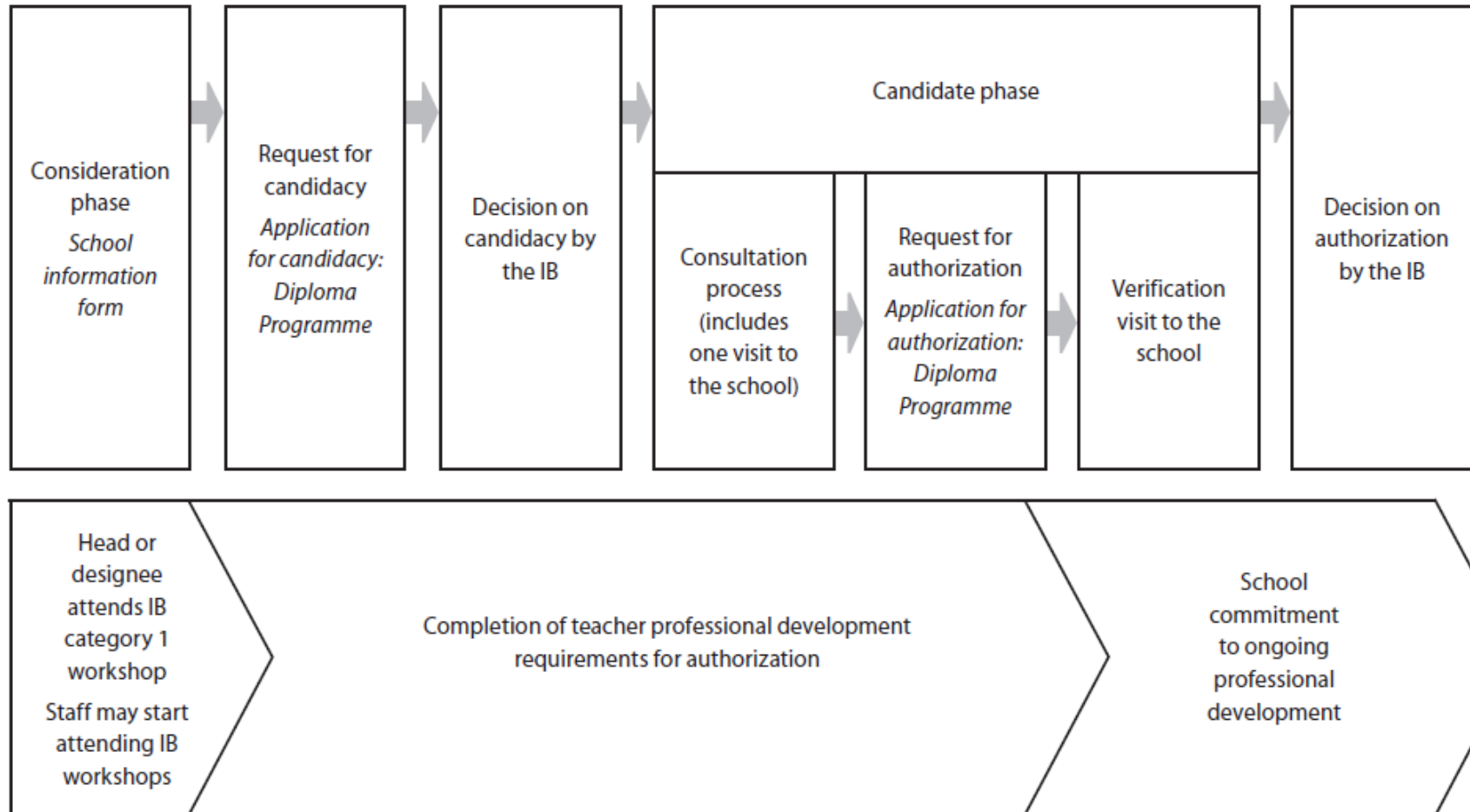


Figure 1: Stages of the authorization process

OVERVIEW

- STAGES OF AUTHORIZATION PROCESS
 - Consideration Phase
 - Request for Candidacy
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 - Decision on authorization by IB

CONSIDERATION PHASE

- Required Form: School Information Form
- School conducts feasibility study and analyze the IB philosophy, programme structures and requirements, compares its findings with the situation of the school and defines what needs to be done in order to implement the programme.
- Analysis of the benefits that the implementation of the program will bring to the school and its community.

CONSIDERATION PHASE

- The Head or designee will attend the IB Category 1 workshop
- Teaching staff may start attending the workshop

REQUEST FOR CANDIDACY

- Required Form: Application for Candidacy: DP
 - The school will gather the supporting documents
- The application for candidacy must show that the school has carried out a preliminary analysis and will have supporting documents
- Teaching staff attends professional development requirements for authorization

DECISION ON CANDIDACY BY THE IB

- Completion of teacher professional development requirements for authorization

CANDIDATE PHASE

- Completion of teacher professional development requirements for authorization
- Consultation Process (includes one (1) visit to the school)
- Request for Authorization (required form: Application for Authorization)
 - Supporting documents required as evidence of the school's progress in the authorization process and of its readiness to become an IB World School.
- Verification visit
 - * *requirements related to professional development are completed before the verification visit.*

SAMPLE SUPPPORTING DOCUMENTS (EVIDENCES):

SECTION A: PHILOSOPHY

- MXIS Student handbook (in different languages)
- MXIS IBDP handbook (in different languages)
- MXIS Faculty Manual
- Curriculum Maps
- Attendance at IBDP Workshops
- MXIS IBDP budget
- School budget
- Calendar of Activities
- Timelines
- Admissions Policy
- Promotions Policy
- Course Offerings
- Course Map
- Action Plan

SAMPLE SUPPPORTING DOCUMENTS (EVIDENCES):

SECTION B: ORGANIZATION

- Organizational Chart
- School budget
- Inventory of facilities and equipment
- Library resources
- Job description of key academic personnels
- Language policy
- Special Education Needs (SEN) Policy
- Assessment and Reporting Policy
- Academic Honesty Policy
- Course Timelines
- Staff Recruitment Policy

SAMPLE SUPPPORTING DOCUMENTS (EVIDENCES): SECTION C: CURRICULUM

- Curriculum Maps
- Unit Plans
- Assessment rubrics
- Course syllabi
- Sample Progress Resports
- Sample Student Journal (reflection)
- Class records
- Sample Narrative Progress Reports
- Report Card Templete
- Sample parent communication focused on assessment

DECISION ON AUTHORIZATION BY THE IB

- School commitment to the ongoing professional development.



AFTER FIVE YEARS...

**ANOTHER RE-AUTHORIZATION
PROCESS...**

SCHOOL FEES

- ANNUAL FEE **GBP 5830.00**
- REGISTRATION FEE/CANDIDATE **GBP 82.00**
- SUBJECT FEE (PER SUBJECT) **GBP 57.00/SUBJECT**