

# EXTENDED ESSAY- Overview

Jackson High

# What is the Extended Essay?

The Extended Essay is:

- compulsory for all Diploma Programme students.
- externally assessed.
- in combination with the grade for theory of knowledge, contributes up to three points to the total score for the IB diploma.
- a piece of independent research/investigation on a topic chosen by the student in cooperation with a supervisor in the school.

# What is the Extended Essay?

- Topic is chosen from the list of approved Diploma Programme subjects (one of your IB courses)
- Presented as a formal piece of scholarship containing no more than 4,000 words.
- The result of approximately 40 hours of work by the student.

# RESPONSIBILITIES-Students

It is required that students:

- choose a topic that fits into one of the subjects on the approved extended essay list
- observe the regulations relating to the extended essay.
- meet deadlines.
- acknowledge all sources of information and ideas in an approved academic manner.

# RESPONSIBILITIES-Students

- Initiate discussions with their supervisor to obtain advice and information.
- Cannot submit the same piece of work to meet the requirements of both the extended essay and a subject specific internal assessment component.

# Students-

## Recommended: things to do before EE

Before starting work on the extended essay, students should:

- read the assessment criteria
- read previous essays to identify strengths and possible pitfalls.
- develop a good research question is one that asks something worth asking and that is answerable within 40 hours/4,000 words
- spend time working out the research question.
- work out a structure for the essay.

# Students-

## Recommended: things to do during EE

During the research process, and while writing the essay, students should:

- start work early and stick to deadlines.
- maintain a good working relationship with their supervisor.
- construct an argument that relates to the research question.
- use the library and consult librarians for advice.

# Students-

## Recommended: things to do during EE

- Record sources as they go along (rather than trying to reconstruct a list at the end).
- Choose a new topic and a research question that can be answered if there is a problem with the original topic.
- Use the appropriate language for the subject.
- Let their interest and enthusiasm show.



# Students-

## Recommended: things to do after

### EE

After completing the essay, students should:

- write the abstract.
- check and proofread the final version carefully.

# Students-Recommended things to be avoided at all costs.

- Students should not work with a research question that is too broad or too vague, too narrow, too difficult or inappropriate.
- It should be clear what would count as evidence in relation to the question, and it must be possible to acquire such evidence in the course of the investigation.

# Students should not:

- forget to analyze the research question.
- ignore the assessment criteria.
- collect material that is irrelevant to the research question.
- use the internet uncritically.
- plagiarize.
- merely describe or report (evidence must be used to support the argument).
- repeat the introduction in the conclusion
- cite sources that are not used.

# Tips for Students

- the more background a student has in the subject, the better the chance he or she has of writing a good extended essay.

# Researching and writing the extended essay- : *The research process.*

## 1. Choose the approved Diploma Programme subject for the extended essay.

- Read the assessment criteria and the relevant subject guidance.

## 2. Choose a topic.

## 3. Formulate a well-focused research question.

## 4. Plan the investigation and writing process.

- Identify how and where they will gather material.
- Identify which system of academic referencing they will use, appropriate to the subject of the essay.

# Researching and writing the extended essay- : *The research process.*

- Set deadlines for themselves that will allow them to meet the school's requirements.
- 5. Plan a structure (outline headings) for the essay.**
- This may change as the investigation develops but it is useful to have a sense of direction.
- 6. Undertake some preparatory reading.**
- 7. Carry out the investigation.**
- The material gathered should be assembled in a logical order, linked to the structure of the essay

# Researching and writing the extended essay- : The research process.

## **Something goes wrong**

- Students should be prepared for things to go wrong.
- Sometimes they may discover something later in the investigation that undermines what they thought had been established earlier on.
- If that happens, the investigation plan needs to be revised.

# Researching and writing the extended essay- Writing the extended essay

The structure of the essay is very important.

- Title page
- Abstract
- Contents page
- Introduction
- Body (development/methods/results)
- Conclusion
- References and bibliography
- Appendices

**Please note that the order in which they are presented here is not necessarily the order in which they should be written. Consult Subject Guide.**



# Referencing/documentation styles

The following are examples of acceptable documentation styles:

- American Political Science Association (APSA)
- American Psychological Association (APA)
- Chicago/Turabian
- Council of Biology Editors (CBE)
- Harvard citation and referencing guide
- Modern Language Association (MLA)
- Numbered references

**Students should use the chosen system of academic referencing as soon as they start writing.**

# The length of the extended essay

- The upper limit is **4,000 words** for all extended essays.
- Essays containing more than 4,000 words:
  1. are subject to penalties
  2. examiners are not required to read material in excess of the word limit.

# The length of the extended essay

This upper limit of 4,000 words **includes** :

- the introduction
- the body
- the conclusion
- and any quotations

# The length of the extended essay

This upper limit of 4,000 words **does not include:**

- the abstract
- acknowledgments
- contents page
- maps, charts, diagrams, annotated illustrations and tables
- equations, formulas and calculations
- citations/references (whether parenthetical or numbered)
- footnotes or endnotes
- the bibliography
- appendices

# STUDENTS: Extra tips

- start work early
- think very carefully about the research question for their essay
- plan how, when and where they will find material for their essay
- plan a schedule for both researching and writing the essay, including extra time for delays and unforeseen problems
- record sources as their research progresses (rather than trying to reconstruct a list at the end)
- have a clear structure for the essay itself before beginning to write
- check and proofread the final version carefully
- make sure that all basic requirements are met (for example, all students should get full marks for the abstract).

# RESPONSIBILITIES-Jackson

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- Ensures that extended essays conform to the regulations outlined in IB Extended Essay guide.
- Ensures that each student has an appropriately qualified supervisor, who is a teacher within the school.
- Provides supervisors and students with the general and subject-specific information, and guidelines for the extended essay.

# RESPONSIBILITIES-Jackson

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- Provides supervisors with recent extended essay subject reports
- Ensures that supervisors are familiar with the IB document Academic honesty.
- Explains to students the importance of the extended essay in the overall context of the Diploma Programme.
- Explains to students that they will be expected to spend approximately 40 hours on their extended essay.
- It is strongly recommended that the school ensures that students have been taught the necessary research skills.

# RESPONSIBILITIES-

## Supervisors

- The supervisor plays an important role in helping candidates to plan and undertake their research for the extended essay.
- Must explain to candidates that they are responsible for their own work and should take pride in the finished product.



# RESPONSIBILITIES-Supervisors Required

It is required that the supervisor:

- provides the student with advice and guidance in the skills of undertaking research.
- encourages and supports the student throughout the research and writing of the extended essay.
- discusses the choice of topic with the student and, in particular, helps to formulate a well-focused research question.

# RESPONSIBILITIES-Supervisors Required

- ensures that the chosen research question satisfies appropriate legal and ethical standards with regard to health and safety, confidentiality, human rights, animal welfare and environmental issues.
- is familiar with the regulations governing the extended essay and the assessment criteria, and gives copies of these to the student
- monitors the progress of the extended essay to offer guidance and to ensure that the essay is the student's own work (this may include presenting a section of the essay for supervisor comment)

# RESPONSIBILITIES-Supervisors Required

- reads and comments on one completed draft only of the extended essay (but does not edit then draft).
- reads the final version to confirm its authenticity.
- submits a predicted grade for the student's extended essay to the IB.
- completes the supervisor's report (if the extended essay cover is not signed by both the student and the supervisor, the essay will not be accepted for assessment and may be returned to the school).

# RESPONSIBILITIES-Supervisors Required

- provides an explanation in the report in cases where the number of hours spent with the student in discussing the extended essay is zero; in particular, it is necessary to describe how it has been.
- writes a report and presents it to the school's Diploma Programme coordinator if malpractice, such as plagiarism, is suspected in the final draft.

# Supervisor- strongly recommended

It is strongly recommended that the supervisor:

- reads recent extended essay reports for the subject
- spends between three and five hours with each student, including the time spent on the viva voce
- ensures that the chosen research question is appropriate for the subject

# Supervisor- strongly recommended

Advises students on:

- access to appropriate resources (such as people, a library, a laboratory)
- techniques of information-/evidence-/data-gathering and analysis
- writing an abstract
- documenting sources
- conducts a short, concluding interview (viva voce) with the student before completing the supervisor's report.

# Supervisor-Extra tips

- The student may work with or consult external sources, but it remains the responsibility of the supervisor within the school to complete all the requirements described above.
- It is the responsibility of supervisors to ensure that all candidates understand the basic meaning and significance of concepts that relate to academic honesty, especially authenticity and intellectual property.

# Supervisor's role in commenting on one completed draft of the essay.

- Commenting on one completed draft of the essay is a very important stage and the last point at which the supervisor sees the essay before it is finally submitted.
- Too little support and the essay will go forward as a weaker piece of work than it needs to be; too much help and it will not be the work of an independent learner.
- The next version handed to the supervisor after the first draft must be the final one.



# Supervisor's role in commenting on one completed draft of the essay

- The best way of conducting this last stage is for the student to submit the essay prior to meeting with the supervisor in order to allow them to add their comments.
- This should be followed by a one to one discussion between the supervisor and the student in which they go through the comments together as they become a starting point for a dialogue about the essay.
- This advice should be in terms of the way the work could be improved, but this first draft must not be heavily annotated or edited by the supervisor

# Supervisor's role in commenting on one completed draft of the essay

Comments can be added that indicate that the essay could be improved.

- These comments should be open ended and not involve editing the text.

# Examples of open ended comments for Supervisors

**Problem:** The research question is expressed differently in three places – the title page, the introduction and the abstract.

**Comment:** look at the research question in these three places. Do you notice anything?

**Problem:** The essay rambles and the argument is not clear.

**Comment:** your essay lacks clarity here. How might you make it clearer?

**Problem :** The student has made a mistake in their calculations.

**Comment:** check this page carefully.

# What supervisors cannot do:

Supervisors cannot:

- Correct spelling and punctuation.
- Correct experimental work or mathematics
- Re-write any of the essay.
- Indicate where whole sections of the essay might be better placed.
- Proof read the essay for errors.
- Correct bibliographies or citations.

# Authentication by Supervisor

- Must not include any known instances of suspected or confirmed academic misconduct.
- All supervisors and candidates to confirm the authentication of the work submitted.
- Supervisors must also confirm that they have followed the guidance in relation to their monitoring of the candidate's work throughout the process and can, to the best of their knowledge, confirm the authenticity of the work upon final submission.

# Authentication by Supervisor

- If the supervisor is unable to confirm the authenticity of the work then this must be brought to the attention of the IB coordinator.
- Work that is submitted but does not comply with the expectations and requirements outlined in the IB publication on Academic Honesty will be treated as a case of academic misconduct.

# Authentication by Supervisor- Doubt

When authenticity is in doubt, the supervisor should first discuss this with the student:

- compare the style of writing with work known to be that of the student
- compare the final submission with the first draft of the written work
- check the references cited by the student and the original sources
- interview the student in the presence of a third party
- use one of the many websites set up to detect plagiarism.

# Assessment

- Supervisor will submit a predicted grade for the student's extended essay to the IB.
- All extended essays are externally assessed by examiners appointed by the IB, and are marked on a scale from 0 to 36.
- The total score obtained on the scale 0 to 36 is used to determine in which of the following bands the extended essay is placed.



The band descriptors are:

- A Work of an excellent standard
- B Work of a good standard
- C Work of a satisfactory standard
- D Work of a mediocre standard
- E Work of an elementary standard

This band, in conjunction with the band for theory of knowledge, determines the number of diploma points awarded for these two requirements.

# Award of diploma points

- The extended essay contributes to the overall diploma score through the award of points in conjunction with theory of knowledge.
- A maximum of three points are awarded according to a student's combined performance in both the extended essay and theory of knowledge.

# The diploma points matrix

The diploma points matrix

		Table of Examinations					
		Excellent A	Good B	Satisfactory C	Mediocre D	Elementary E	Not submitted
Examinational grade	Excellent A	1	2	3	4	5	6
	Good B	2	3	4	5	6	7
	Satisfactory C	3	4	5	6	7	8
	Mediocre D	4	5	6	7	8	9
	Elementary E	5	6	7	8	Failing condition	9
	Not submitted	6	7	8	9	9	9

# Caveat

- This PowerPoint serves only as an overview to the Extended Essay.
- Read the Extended Essay Guide for complete details and requirements.

PowerPoint adapted from the IB Extended Essay Guide.