

Collaboration: II. gimnazija Maribor



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International Baccalaureate

EXTENDED ESSAY SUPERVISION

At the beginning of the school year, all IB DP teachers are asked how many Extended Essays they will supervise in the upcoming year. It is ensured that the total number of essays they supervise matches the number of students.

The Extended Essay is introduced to the students during the First Extended Essay Day in November of their first IB year. On that day, students do not have regular classes; instead, they participate in workshops following the schedule below.

08.00-09.30	INTRODUCTION TO EE	SEARCH AND EVALUATION OF SOURCES AND REFERENCES
09.30-09.45	BREAK	
09.45-11.15	SEARCH AND EVALUATION OF SOURCES AND REFERENCES	INTRODUCTION TO EE
11.15-11.45	BREAK	
11.45-13.15	WRITING SCIENTIFIC PAPERS IN ENGLISH	WRITING SCIENTIFIC PAPERS IN ENGLISH

In the **INTRODUCTION TO EE** workshop, the EE coordinator focuses on the following.

1. Purpose and Importance of the Extended Essay

- Explain that the Extended Essay is a core component of the IB Diploma Programme, designed to engage students in independent, in-depth research on a topic of their choice within a specific subject.
- Emphasize its role in developing essential skills such as critical thinking, research, time management, and academic writing, which are valuable for university and beyond.
- Highlight how the EE contributes to the overall IB score, with a maximum of 3 points available through the combined EE and Theory of Knowledge (TOK) assessment.

2. Structure and Requirements

- Introduce the expected length (approximately 4,000 words) and the format, which includes an introduction, body, conclusion, and bibliography.
- Outline the timeline for completing the EE, including important milestones such as topic selection, research phase, draft submissions, and final deadlines.
- Provide an overview of the assessment criteria used to evaluate the EE, including focus, analysis, research quality, structure, and formal presentation.

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3. Choosing a Topic

- Discuss how to select a topic that is both interesting to the student and feasible within the scope of the EE.
- Stress the importance of formulating a focused research question that guides their investigation and writing.
- Provide examples of successful EE topics in various subjects to inspire ideas.

4. Research Process

- Explain the research process, including finding credible sources, evaluating information, and organising data.
- Introduce students to research methods, the importance of primary vs. secondary sources, and how to maintain academic integrity through proper referencing and citation.

5. Role of the Supervisor

- Clarify the role of the EE supervisor in guiding and supporting students throughout the process, providing written feedback on the first complete version of the essay, and advising on the research question, structure, and analysis.
- Emphasize the importance of regular meetings with their supervisor and how to make the most of these interactions.

6. Writing Process and Reflection

- Outline the steps in the writing process, from creating an outline and drafting sections to revising and polishing the final essay.
- Introducing the three obligatory reflection sessions.
- Introduce the Reflection on Planning and Progress Form (RPPF), which requires students to reflect on their research and writing journey at three key stages, demonstrating how they have grown and learned through the process.

7. Academic Integrity

- Stress the importance of producing original work and avoiding plagiarism.
- Explain proper citation methods, Turnitin (or any plagiarism detection tool in place), and how to acknowledge sources correctly.

8. Tips for Success

- Offer practical advice, such as setting a research schedule, breaking tasks into manageable chunks, seeking feedback, and staying organised.
- Encourage students to choose a topic they are passionate about, as it will help sustain their motivation throughout the project.

This comprehensive introduction helps set a positive and clear path for students, enabling them to approach the Extended Essay confidently and clearly.

The librarian leads the workshop **SEARCH AND EVALUATION OF SOURCES AND REFERENCES**, and the English teachers lead the workshop **WRITING SCIENTIFIC PAPERS IN ENGLISH**, which is focused on correctly using English when writing scientific papers.

After the first Extended Essay Day, students are given a month and a half to conduct initial research, find two ideas, and write two anonymous proposal forms using the provided template.

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Extended Essay Proposal Form

Subject:

Choice: 1st / 2nd

In not more than 500 words, please answer the questions below. Your answers should be clear and specific. Two forms (one for the 1st choice and one for the 2nd choice) must be uploaded to the Extended Essay Google Classroom by the 8th of January 2025. The submitted forms have to be anonymous.

1. Describe your research topic and state a possible research question (in the form of a question).
2. Describe the theoretical background of your research.
3. Describe the research method you will use.
4. If relevant, list the equipment and materials you will use in your research.
5. List main references.

In an EE Google Classroom, a document titled RRS (Research Reflection Space) is created for each student by the EE coordinator. Once the mentors are assigned, these documents are also shared with the mentors. **This allows for constant monitoring of progress.** In the RRS of the Extended Essay, IB DP students should document their thoughts, experiences, and insights throughout the research and writing process. This reflective component is critical for developing metacognitive awareness and demonstrates the student's engagement with their research journey. The students are instructed to include the following components in their RSS.

1. Initial Planning

Topic Choice: Explain why you chose the topic and how your focus developed.

Research Question: Describe the process of formulating and refining your question, including any challenges.

2. Research Process

Methods and Challenges: Outline your research approach, key strategies, and obstacles faced.

Source Evaluation: List the main sources and reflect on how you selected and assessed the reliability and relevance of sources.

Adjustments: Note any changes to your focus or question as your research progresses.

3. Writing and Analysis

Drafting: Summarize your experience writing and revising your essay.

Insights and Challenges: Highlight key discoveries and any difficulties during analysis.

4. Supervisor Interaction

Feedback Incorporation: Reflect on guidance from your supervisor and how it shaped your work.

Key Takeaways: Mention what you learned from their feedback.

5. Final Reflection

Overall Experience: Summarise what you learned about your topic, research process, and personal growth.

Strengths and Improvements: Identify areas of success and where you could improve.

Future Impact: Consider how this experience might influence your future studies or interests.

6. Connection to the IB Learner Profile

Reflect on how completing the EE developed specific IB Learner Profile attributes (e.g., thinker, inquirer, reflective).

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The process continues with submitting two proposal forms: a first-choice and a second-choice form (covering different subjects or a combination of subjects for a World Studies EE) by the 8th of January 2025.

Teachers have one week to select proposals from the first-choice forms submitted. Only second-choice forms are considered in the second round, and teachers decide whether to accept or decline mentorship.

Typically, nearly all students have mentors after this stage. If any students remain without mentors, the EE Coordinator meets with them to explore a third option or refine their ideas. The EE Coordinator also works with teachers to secure mentors for the remaining students.

On the 21st of January 2025, the Second Extended Essay Day is planned. On that day, students do not have regular classes; instead, they participate in workshops following the schedule below.

7.50-9.30	EE ASSESSMENT CRITERIA AND EXAMPLE ESSAYS	
9.30-10.00	BREAK	
10.00-11.30	STATISTICS	CITING AND REFERENCING
11.30-12.00	BREAK	
12.00-13.30	CITING AND REFERENCING	STATISTICS

The assessment criteria for the EE are explained, and students evaluate sample essays during the **EE ASSESSMENT CRITERIA** workshop. The librarian provides guidance on proper citing and referencing, and a subject teacher delivers a lecture on statistics, which is essential for successfully validating data.

By the 24th of January 2025, the students and mentors will have signed the EE contracts using the provided template.

EXTENDED ESSAY CONTRACT

Exam session: May 2026

Candidate's name: _____

Supervisor's name: _____

Subject of the EE: _____

Topic of the EE: _____

I hereby agree to:

- follow the International Baccalaureate's Academic Integrity Policy;
- follow the School's Academic Integrity Policy;
- follow the International Baccalaureate's Ethical Guidelines;
- follow the International Baccalaureate's Guidelines for working with animals;
- meet my supervisor regularly and keep him/her informed of my progress;
- communicate with my supervisor via email and Google Classroom;
- meet the deadlines;
- make my supervisor aware of any problems with completing the essay and/or meeting deadlines;
- follow the general and subject-specific information in the Extended Essay Guide.

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I confirm with my signature that I understand what constitutes academic honesty and will comply with the code of conduct stated in the Academic Integrity Policy.

I understand that failure to complete the Extended Essay will result in no Diploma being awarded.

Date: _____

Candidate's signature: _____

Supervisor's signature: _____

DEADLINES

Reflection session 1 (before 31st May 2025): _____

The Reflection 1 of the RPPF form should be filled in and uploaded to EE Google Classroom by 31st May 2025
An EE outline with some structure, references, and an appropriate research question should be uploaded to EE Google Classroom by 31st May 2025

Reflection session 2: _____

First complete version: _____

The supervisor will check the first complete version of the essay and add open-ended comments.

Final submission of the complete EE: _____

Upload to Turnitin (before 1st February 2026): _____

Reflection session 3 (before 15th February 2026): _____

TO BE SIGNED AND UPLOADED TO EE GOOGLE CLASSROOM NO LATER THAN 1st of February 2025

Mentors will complete a Google form to record individual deadlines for each student, allowing the EE Coordinator to effectively monitor both teachers' work and students' progress.

The EE Coordinator regularly reviews students' RRS documents and may deny enrollment in the second year of the IB DP if Reflection 1 and the EE outline have not been submitted.

During regular teachers' meetings, the EE Coordinator checks with mentors to ensure students are on track. If students fail to meet deadlines, the procedure outlined in Article 18 of the document *Rules for Assessment Internal Deadlines* is followed.