

**INTERNATIONAL BACCALAUREATE**  
**DIPLOMA PROGRAMME**



**EE HANDBOOK**  
2019-20

***EXTENDED ESSAY***

*Published on January 2016*  
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*Reviewed on July 2019*

# **IB Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through inter-cultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and life-long learners who understand that other people, with their differences, can also be right.

# **Sanskar Mission Statement**

*Sanskar School aims to:*

- Equip its pupil with a critical and global outlook which will make them committed citizens of the world.
- Recognize and channelize the potential of the pupil and develop thinking, communication, social, scientific and inter-personal skills.
- Foster cognitive, affective and psycho-motor development and enable the pupil to make connections with the acquired knowledge in his/her everyday life.

## What is an extended essay?

An extended essay is a 4000 word study of a focused topic chosen from the IB DP subjects. It is compulsory to write the extended essay to receive the Diploma.

## Extended essay check list and calendar for 2019– 2020

Given below are the tentative monthly deadlines to help you complete your assignment. The ones shown in bold letters are mandatory and must be adhered to:

### I .Starting the Essay

1	Attend the presentations on how to write the extended essay.	<b>27<sup>th</sup> April</b>
2	Start collecting material from the library and other sources.	<b>29<sup>th</sup> April</b>
3	Fill the initial proposal form and have chosen the 3 subjects as 3 preferences for the extended essay.	<b>03<sup>rd</sup> May</b>
4	Receive the name of the Supervisor.	<b>04<sup>th</sup> May</b>
5	Start collecting ideas from various sources.	<b>06<sup>th</sup> May</b>
6	Draft the title, selected the topic to research under the guidance of the supervisor	<b>18<sup>th</sup> May</b>

### II. The Title

1	Carry out research on resources, collect bibliography.	<b>06<sup>th</sup> July</b>
2	Discuss the title and research question with the supervisor to ensure adequate progress.	<b>17<sup>th</sup> August</b>
3	Drafted the rough structure of the essay.	<b>07<sup>th</sup> September</b>
4	Read and understand the Academic Honesty Policy and guidelines from the MLA guide.	<b>05<sup>th</sup> October</b>

### III. Final Work

1	Complete the first draft.	<b>02<sup>nd</sup> November</b>
2	Edit the draft according to the assessment criteria to meet the IBO demands.	<b>05<sup>th</sup> November.</b>

3	Re-check the word limit and grammar spellings etc.	<b>07<sup>th</sup> November</b>
4	Submit a copy to the IB EE Coordinator	<b>11<sup>th</sup> November</b>

#### IV. Final Submission

1	Ensure that the essay meets the standards set out in the IBO guidelines.	<b>07<sup>th</sup> December</b>
2	Submit the final essay to the EE Coordinator.	<b>09<sup>th</sup> December</b>

#### How should the extended essay be written?

The word limit must not exceed 4000 words and should be between 3500-4000 words only. It must be duly titled and have a page for table of contents and Bibliography. The IB is not rigid about any form and hence the student has the liberty to present it in a manner that reflects his/her best effort. It is expected that the EE is well presented, formatted and documented. The standard MLA guidelines specified by the IB must be met.

External Grading is done on the following criteria:

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 a poor standard.

**Topics** -The extended essay topic must be derived from an IB recognized subject listed below:

Group-1	Group-2	Group-3	Group-4	Group-5	Group-6
<b>1)English Literature and language A1 (Is literature based</b>	<b>1)Hindi</b> <b>2)French</b> A2 or B (For students who have opted for	<b>1)Business and Management</b>  <b>2)ITGS</b>  <b>3)Psychology</b>	<b>1)Biology</b>  <b>2)Physics</b>  <b>3)Chemistry</b>	<b>1)Mathematics</b>	<b>1)Visual Arts</b>

essay and has to be done in student's mother tongue)	foreign language. These are not usually literature based essays.)	<b>4)Economics</b>			
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**The final draft should include-** Title page, Introduction, Body, References, Bibliography and Appendices. The documentation may be done in any acceptable style/form.

### **Responsibilities of the student**

- a) The student is expected to choose a topic that fits into one of the subjects approved by the IB.
- b) He/she is required to abide by the regulations specified religiously.
- c) He /she must meet deadlines without fail.
- d) He/she is expected to abide by the Academic Honesty Policy and ensure that all sources of information and ideas are acknowledged.
- f) He/she is required to plan how, when, where to find all required materials for research.
- g) He/she is expected to plan a schedule for research and written work.

### **Things to do:**

- a) Read the assessment criteria very carefully.
- b) Take help of previous essays to identify strengths and short comings.
- c) Jot down all possible research questions and work on them.
- d) Prepare the lay out for the essay.

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

- a) Adhere to deadlines.
- b) Work amicably with the Supervisor.
- c) Prepare arguments that relate to the research question.
- d) Seek the guidance and help of the Librarian.

- e) Record all sources.
- f) Keep a topic ready just in case some problem is identified with the original.
- g) Ensure that appropriate language is used.
- h) Ensure that the work reflects interest and enthusiasm.

**After completing the essay, students should:**

- a) Avoid a research question that is too broad, vague, narrow or difficult.
- b) Avoid a research question that requires to be answered in more than 4000 words.
- c) Avoid a topic which does not support enough evidence.

**Things not to do:**

- a) Do not forget to analyse the research question.
- b) Do not ignore the assessment criteria.
- c) Do not collect material that is irrelevant.
- d) Do not use the internet uncritically.
- e) Do not plagiarise.
- f) Do not repeat the introduction in the conclusion.
- g) Do not cite sources that are not used.
- h) Do not choose a subject that is not being studied as a part of the IBDP.

**Writing the extended essay**

The required elements of the final work to be submitted are listed here. More details about each element are given in the “Formal presentation of the extended essay” section.

**Formal presentation of the extended essay**

The extended essay should be written in a clear, correct and formal academic style, appropriate to the subject from which the topic is drawn. The use of word processors is encouraged.

## **The length of the extended essay**

The upper limit is 4,000 words for all extended essays. Examiners are not required.

## **Title**

The title should provide a clear indication of the focus of the essay. It should be precise and not necessarily phrased in the form of a question.

## **Contents page**

A contents page must be provided at the beginning of the extended essay and all pages should be numbered. An index is not required.

## **Illustrations**

Presentation and overall neatness are important, and it is essential that illustrative material, if included, is well set out and used effectively. Graphs, diagrams, tables and maps are effective only if they are clearly labelled and can be interpreted with ease. All such material that is incorporated into the extended essay must be directly related to the text and acknowledged where appropriate.

The use of photographs and other images is acceptable only if they are captioned and/or annotated and are used to illustrate a specific point made in the extended essay.

## **Bibliographies, references and citations**

An extended essay must reflect intellectual honesty in research practices and provide the reader with the exact sources of quotations, ideas and points of view through accurate bibliographies and referencing. Producing accurate citations, referencing and a bibliography is a skill that students should be seeking to perfect. Documenting the research in this way is vital: it allows readers to evaluate the evidence and shows the student's understanding of the importance of the sources used.

**Failure to comply with this requirement will be viewed as plagiarism and will, therefore, be treated as a case of malpractice.**

## **What is a bibliography?**

A bibliography is an alphabetical list of every source used to research and write the essay. Sources that are not cited in the body of the essay, but were important in informing the approach taken, should be cited in the introduction or in an acknowledgement. The bibliography should list only those sources cited.

There are a number of different documentation styles available for use when writing research papers; most are appropriate in some academic disciplines but not others.

The supervisor should help the student decide on a style for the particular subject of the essay. It is important to remember that, whatever style is chosen, it must be applied consistently. When choosing the documentation style, the student needs to have a clear understanding of how it is to be used before embarking on the research task. The documentation style should be applied in both the final draft of the essay and in the initial research stages of taking notes.

This is good practice, not only for producing a high-quality final product, but also for reducing the opportunities and temptation to plagiarize.

### **Major 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

### **The use of other media and materials**

Apart from graphic material, materials in other media may be submitted only as supporting appendices and should not detract from the written content of the extended essay.

### **Computers**

The use of computers is encouraged where they are appropriate as tools for analysing data relevant to the subject of the extended essay. Material such as a hard copy of computer output may be included in the extended essay, but any associated program should be referred to or reproduced, if original, only as an appendix.

Computer programs may only be included (in particular circumstances) in computer science and physics essays. (See the “Computer science” and “Physics” sections for further details.)

### **CDs, DVDs and audio-visual materials**

The model for the extended essay is a paper in an academic journal. Hence, materials such as these should not normally be included. They are liable to be lost or damaged and the examiner will probably not have time to look at them.

### **Specimen materials**

Specimen materials used in, or produced by, investigations do not form part of the extended essay and must **not** be submitted. Photographic evidence may be submitted in place of such material.



## **The viva voce (concluding interview)**

The viva voce is a short interview between the student and the supervisor, and is a recommended conclusion to the extended essay process. Students who do not attend the viva voce may be at a disadvantage.

### **The viva voce serves the following purposes:**

- A check on plagiarism and malpractice in general.
- An opportunity to reflect on successes and difficulties in the research process.
- An opportunity to reflect on what has been learned.
- An aid to be supervisor's report.

The viva voce should last between 10 to 15 minutes. This is included in the recommended amount of time the supervisor should spend with the student.

## **Assessment**

All extended essays are externally assessed by examiners appointed by the IB, and are marked on a scale from 0 to 36. This maximum score is made up of the total criterion levels available for each essay. 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. This band, in conjunction with the band for theory of knowledge, determines the number of diploma points awarded for these two requirements.

See the following "Award of diploma points" section for further details.

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

## **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.

Both the extended essay and theory of knowledge are measured against published assessment criteria. According to the quality of the work, and based on the application

of these assessment criteria, a student's performance in each of the extended essay and theory of knowledge will fall into one of the five bands described previously. The total number of points awarded is determined by the combination of the performance levels achieved by the student in both the extended essay and theory of knowledge according to the following matrix:

### Role of the EE supervisor

- Supervise the work while the student is assembling his / her EE.
- Ensure that the student is doing his / her own work.
- Submit a report of the EE to the external grades and provides the IB organisation a predicted grade.
- Verify the EE as the students own work.
- Helps in narrowing down the topic and framing the research question.
- Can only comment upon but not edit a complete draft once.
- Direct the students to sources that will assist the student carry out his / her EE.

### Assessment criteria

This section provides an overview of what each criterion assesses in the extended essay.

Criteria	Marks
<b>A:Focus and Method</b> (Strands: Topic, Research Question, Methodology)	<b>6</b>
<b>B:Knowledge and Understanding</b> (Strands: Context, Subject specific terminology and Concepts)	<b>6</b>
<b>C:Critical Thinking</b> (Strands: Research, Analysis and Discussion and Evaluation)	<b>12</b>
<b>D:Presentation</b> (Strands: Structure, Layout)	<b>4</b>
<b>E:Engagement</b> (Strands: Reflections on Planning and Progress)	<b>6</b>

Supervisor will provide subject specific guidance for the assessment criteria.

## **References**

- Extended essay Guide first examination 2017* by International Baccalaureate Organization 2007
- Program Standards and Practices* by International Baccalaureate Organization 2009, published January 2014.
- Handbook of procedures for the diploma programme 2015* by International Baccalaureate Organization 2009.