



# **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME**

## **Extended Essay Handbook 2024 -2026**

## **What is Extended Essay (EE)?**

- An externally assessed piece of independent research into a topic chosen by the student and presented as a formal 4,000 words piece of academic writing in which ideas and findings are communicated in a reasoned, coherent and appropriate manner.
- It is the result of approximately 40 hours of work by the student, supported by a supervisor for a recommended 3–5 hours through three mandatory reflection sessions concluded by a final mandatory reflection session (viva voce) which is a concluding interview with the supervising teacher.
- It is Compulsory for all IB students and is a condition for award of Diploma (student must achieve a D grade or higher). Together with the grade for TOK, it contributes to up to three points to the total score for the IB Diploma.
- It is a process that helps prepare students for success at university and in other pathways beyond the IBDP.

## **Sample of Extended Essay Topics:**

- What is the relationship between the length of an exhaust pipe and the frequency of the sound it emits?
- How far was the Christian Democrat victory in the Italian elections of 1948 influenced by Cold War tensions?
- How effective is Friedrich Dürrenmatt's use of colour to convey his message in the play *Der Besuch der alten Dame*?
- To what extent does Company X abuse its monopoly power in the fast food industry in Country Y?
- Does increasing reflux time increase the percent yield of aspirin for the reaction between acetic anhydride and salicylic acid?

## **The Extended Essay Process Requirements:**

### **Research Process:**

1. Choose the approved DP subject.
2. Choose a topic.
3. Undertake some preparatory reading.
4. Formulate a well-focused research question.
5. Plan the research and writing process.
6. Plan a structure (outline headings) for the essay. This may change as the research develops.
7. Carry out the research.

### **Writing and formal presentation:**

#### **The required elements of the final work to be submitted are as follows:**

- Title page
- Contents page
- Introduction
- Body of the essay
- Conclusion
- References and bibliography
- The upper limit of 4,000 words includes the introduction, body, conclusion and any quotations.

### **A note on topic, title and research question:**

It is important that students understand the distinction between the terms topic, title and research question.

**The topic** of the extended essay is the subject, issue or theme that you are investigating within a specific DP subject or world studies area of study. The topic, which develops during the initial thinking about the EE, should later be reflected in the wording of the title.

**The title** of the EE is a clear, summative statement that specifically focuses the topic being researched. It appears on the title page. A title should:

- be short, descriptive and succinct
- not be phrased as a question
- use key words that connect with the topic and the DP subject or world studies area of study ● attract the interest of the reader.

**The research question** derives from the title and is expressed as a question that is intended to be answered through researching and writing the EE. It appears on the title page and could also be visible as a header throughout the essay. It should:

- be clear and focused
- provide a path through which you can undertake achievable research
- use key words that connect with the topic, the title, and the DP subject or world studies area of study
- support the development of an argument.

### **The Reflection process:**

As part of the supervision process, students undertake three mandatory reflection sessions with their supervisor. These sessions form part of the formal assessment of the extended essay and research process. The purpose of these sessions is to provide an opportunity for students to reflect on their engagement with the research process and is intended to help students consider the effectiveness of their choices, re-examine their ideas and decide on whether changes are needed. The final reflection session is the viva voce. The viva voce is a short interview (10–15 minutes) between the student and the supervisor and is a mandatory conclusion to the process. The viva voce serves as:

- a check on plagiarism and malpractice in general
- an opportunity to reflect on successes and difficulties ● an opportunity to reflect on what has been learned ● an aid to the supervisor's report.

### **Preparing for Reflection Sessions:**

#### **Preparation for the first reflection session:**

1. Think about subjects and areas of particular personal interest and do some initial background reading into a subject and topic of their choice.
2. Using this as a starting point, explore a variety of possible research topics.
3. Read the [subject-specific section of the Extended essay guide](#) for the subject they are interested in, paying particular attention to the nature of the subject and the treatment of the topic.
4. Undertake further background reading and begin to gather information around their area of interest. This exploration should give rise to a variety of topics and questions that students can consider for further research. At this stage it is important that students consider the availability of reliable and

valid sources for the topic under consideration. All of this should be recorded in their Researcher's reflection space.

5. Begin developing a research proposal which might include a Mind Map® of ideas, an annotated article or preliminary bibliography. Additionally, think about the following questions:

- Is my topic appropriate for the subject I am considering?
- Why am I interested in this area and why is it important?
- What possible questions have emerged from my initial reading?
- Are there any ethical issues that I need to consider?
- What possible methods or approaches might be used for research in this area and why?

It is recommended at this point that the student-supervisor relationship is formalized and the student can consider himself or herself prepared for the first formal reflection session.

### **Preparation for the interim reflection session**

Between the first and second reflection session, students can engage in informal conversations with other people, such as subject teachers, the extended essay coordinator, the librarian or their supervisor. They must also ensure that they are progressing with their research plan.

In preparation for the interim reflection session, students should have:

- attempted to refine a focused and appropriate research question
- significantly deepened their research and recorded pertinent evidence, information or data in the Researcher's reflection space
- reviewed and consolidated the methodologies they are using
- formulated arguments based on the evidence that they have collected
- added to the working bibliography for their research.

### **Preparation for the final reflection session (viva voce)**

Students should bring the following to this session:

- extracts from their RRS that illustrate how they have grown as learners through the process of reflection
- a willingness to share their personal experience and to discuss the skills and development of conceptual understandings that they have acquired through the completion of the extended essay.

### **Managebac and Extended Essay:**

At SANSKAR, IBDP students use ManageBac for:

- development of ideas
- storage of sources
- communication with supervisors and the final upload of the required reflections and essay drafts - this includes the FINAL submission version.

Students will be allocated their subject and supervisor. This will be reflected on ManageBac.

1. How to use ManageBac to stay organised:
2. Visit ManageBac regularly
3. Select Extended Essay tab
4. Check calendar deadlines
5. Check for communication from supervisor
6. Communicate with your supervisor regularly in the 'Notes and Interviews' section

7. Check the ‘to-do’ list
8. Save sources, ideas and planning documents on Researchers Reflection Space (RRS)
9. Enter official reflections as per the timeline on the next page (first, second and final). These contribute up to 6 marks to your final EE grade. Supervisors will guide you in this.

**Extended Essay Assessment:**

The extended essay is assessed against common criteria and is interpreted in ways appropriate to each subject.

Students are expected to:

- provide a logical and coherent rationale for their choice of topic
- review what has already been written about the topic
- formulate a clear research question
- offer a concrete description of the methods used to investigate the question
- generate reasoned interpretations and conclusions based on their reading and independent research in order to answer the question
- reflect on what has been learned throughout the research and writing process.

Assessment criteria	Description
Focus and method	The topic, the research question and the methodology are clearly stated.
Knowledge and understanding	The research relates to the subject area/discipline used to explore the research question, and knowledge and understanding is demonstrated through the use of appropriate terminology and concepts.
Critical thinking	Critical-thinking skills have been used to analyse and evaluate the research undertaken.
Presentation	The presentation follows the standard format expected for academic writing.
Engagement	The student’s engagement with their research focus and the research process.

The extended essay contributes to the student’s overall score for the diploma 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.

**GRADE BOUNDARIES**

Grade:	E	D	C	B	A
Mark range:	0-6	7-13	14-20	21-26	27-34

**FINAL NOTE ON GRADE AWARD**

**A GRADE OF E IS A FAILING CONDITION OF THE DIPLOMA.**

### Extended Essay Timeline:

What needs to be done	Dates	Supervisor reminders
<p><b>Subject supervisor decided</b></p> <p><i>Student begins initial research into the suitability of the topic, uses week 2 April holidays to gather material and ideas.</i></p>	<p><b>By end of April 2025, end Feb for teachers</b></p>	<p>Discussion of topic ideas, research strategies, and reading subject guide.</p>
<p><b>First Progress meeting</b></p> <p>Evidence of background reading / methodology discussed / trial runs of methodology Student provides initial plan of essay</p>	<p><b>By end of July 2025</b></p>	<p>N (not satisfactory <b>ATTENTION</b>) P (partial, more work needed) S (satisfactory progress)</p> <p><b>First reflection complete</b> (150 words minimum)</p>
<p><b>Second progress meeting</b></p> <p>Formal plan written / discussion of data collection / core topic reading completed / discussion with supervisor. January holiday programme planned with supervisor / narrowed the focus of the essay. Students complete all research and development on the upcoming break.</p>	<p><b>By end of Sept 2025</b></p>	<p>N (not satisfactory <b>ATTENTION</b>) P (partial, more work needed) S (satisfactory progress)</p>
<p><b>Third progress meeting</b></p> <p>Students have commenced writing / discussion with supervisor. Completed experiments / reading. Supervisor alerts WBL or IBDPC with any concerns. Supervised study sessions begin (Friday after school)</p>	<p><b>By end of Sept 2025</b></p>	<p>N (not satisfactory <b>ATTENTION</b>) P (partial, more work needed) S (satisfactory progress)</p> <p><b>Second reflection complete</b> (150 words minimum)</p>
<p><b>First detailed plan and writing</b></p> <p>Substantial draft or plan suitable for feedback. 2000 min words (subject dependent) / assessment criteria addressed or acknowledged.</p>	<p><b>By end of Oct 2025</b></p>	<p>N (not satisfactory <b>ATTENTION</b>) P (partial, more work needed) S (satisfactory progress)</p>
<p><b>First complete draft</b></p> <p>Essay almost complete / suggested changes and improvements incorporated / referencing correctly completed / introduction and conclusion drafted / all criteria addressed</p>	<p><b>By the end of Nov 2025</b></p>	<p>N (not satisfactory <b>ATTENTION</b>) P (partial, more work needed) S (satisfactory progress)</p>
<p><b>Viva Voce</b></p> <p>Core week The final interview takes place. Final reflection and supervisor report to be written. No significant changes to EE after this interview.</p>	<p><b>By the week 3<sup>rd</sup> of Jan 2026</b></p>	<p>N (not satisfactory <b>ATTENTION</b>) P (partial, more work needed) S (satisfactory progress)</p>

<b>Submission</b> Students to prof read their essay. Complete electronic copy uploaded to ManageBac.	<b>By the end of Jan 2026</b>	Supervisor marks ManageBac Worksheet: - Green complete
		- Green or red flag or gold trophy

### **Academic Honesty in Research:**

Research practices when working on an extended essay must reflect the principles of academic honesty. The essay must provide the reader with the precise sources of quotations, ideas and points of view through accurate citations, which may be in-text or footnotes, and full references listed in the bibliography, which, regardless of the system used, must ensure the minimum requirements.

The IB’s minimum requirements include:

- name of author
- date of publication
- title of source
- page numbers (print sources only) ● date of access (electronic sources only).

Any references to interviews should state the name of the interviewer, the name of the interviewee, the date and the place of the interview.

Producing accurate references and a bibliography is a skill that students should be seeking to refine as part of the extended essay writing process. Documenting the research in this way is vital: it allows readers to evaluate the evidence for themselves, and it shows the student’s understanding of the importance of the sources used.

Failure to comply with this requirement will be viewed as academic misconduct and will, therefore, be treated as a potential breach of IB regulations.

### **Important Academic Honesty Related Terms:**

#### **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 acknowledgment. The bibliography must list only those sources cited.

#### **Citations:**

A citation is a shorthand method of making a reference in the body of an essay, either as an in-text citation or footnote/endnote. This must then be linked to the full reference at the end of the essay in the bibliography. A citation provides the reader with accurate references so that he or she can locate the source easily. How sources are cited varies with the particular referencing style that has been chosen. Page numbers should normally be given when referencing printed material and this is especially so in the case of direct quotations. For some styles this will also be in the citation, in others in the full reference. Once again, it is important to emphasize that there must be consistency of method when citing sources.

#### **Referencing**

A reference is a way of indicating to the reader, in an orderly form, where information has been obtained. A reference provides all the information needed to find the source material. References must be cited because they acknowledge the sources used, and enable the reader to consult the work and verify the data that has been presented. References must be given whenever someone else’s work is quoted or summarized. References can come from many different sources, including books, magazines, journals, newspapers, emails, internet sites and interviews.

**EE Referencing checklist:**

Documentation checklist	
When you have used an author’s exact words, have you put “quotation marks” around the quotation and named (cited) the original writer? (If you indent your quotation(s), quotation marks are not needed, but the author must still be cited; have you cited your indented quotations?)	
When you put someone else’s thoughts and ideas in your own words, have you still named (cited) the original author(s)?	
When you use someone else’s words or work, is it clear where such use starts—and where it finishes?	
Have you included full references for all borrowed images, tables, graphs, maps, and so on?	
Print material: Have you included the page number(s) of print material you have used (especially important with exact quotations)?	
Internet material: Have you included both the date on which the material was posted and the date of your last visit to the web page or site?	
Internet material: Have you included the URL or the DOI?	
For each citation in the text, is there a full reference in your list of references (works cited/bibliography) at the end? Is the citation a direct link to the first word(s) of the reference?	
For each reference in the list of references (works cited/bibliography) at the end, is there a citation in the text? Do(es) the first word(s) of the reference link directly to the citation as used?	
Is your list of references (works cited/bibliography) in alphabetical order, with the last name of the author first?	

**Word count requirement**

The introduction	The contents page
The main body	Maps, charts, diagrams, annotated, illustrations
The conclusion	Tables
Quotations	Equations, formulas and calculations
Footnotes and/or endnotes that are not reference	Citations/references (whether parenthetical, numbered, footnotes or endnotes)



	The bibliography
	The Reflections on planning and progress form
	Headers

**EE SUBJECT APPLICATION FORM 2024-26**

Student Name: \_\_\_\_\_

What subject(s) do you intend to study after leaving school? In India or elsewhere (UK/USA)?

\_\_\_\_\_

What career aspirations do you have in mind?

\_\_\_\_\_

\_\_\_\_\_

What resources do you have access to? Think about holiday time also.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What language do you want to complete the EE in? ENGLISH      OTHER

Please list **3 different possibilities** for this research task:

PROPOSAL 1

HL Subject 1: \_\_\_\_\_

Identified topic and title:

\_\_\_\_\_

\_\_\_\_\_

PROPOSAL 2

HL Subject 2: \_\_\_\_\_

Identified topic and title:

\_\_\_\_\_

\_\_\_\_\_

PROPOSAL 3

HL Subject 3: \_\_\_\_\_

Identified topic and title:

---

---

On the back of this paper, write your letter of motivation. This should include a thoughtful account of your intentions and a justification for your first preference. It should be about 300 words in length.

**Your EE subject and supervisor will be approved by the IBDP coordinator.**

EE subject assigned: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Comments:

---

---

---

---

---

---

---

References:

© International Baccalaureate Organization. *International Baccalaureate Diploma Programme Subject Brief Diploma Programme Core: Extended Essay, Including The World Studies Option*. 2016.

"Introducing Students To The Extended Essay". *Ibpublishing.Ibo.Org*, 2016,

[Extended essay guide](#)

[Assessed student work](#)

Published in April 2016

Revised in May 2018

Revised in May 2019

Revised in May 2020

Revised in May 2021

Revised in May 2022

Revised in June 2024

Revised in May 2025