

## EXTENDED ESSAY SUPERVISION – MAY 2022

Step/ Timeframe	Details	Date of completion	Support
<p><b>Core skills</b></p> <p>January 2022</p>	<ul style="list-style-type: none"> <li>✓ EE introduction session and a brief outline on assessment criteria</li> <li>✓ Referencing skills and academic honesty</li> <li>✓ Sources and literature review</li> </ul>	<p>First week of January</p>	<p><b>DP Coordinator:</b> planned the deadlines for EE stages in liaison with EE Coordinator and distributed them to students in October 2021. New staff were registered for IBDP on myIB so that they can access EE teacher support material on Programme Resource Centre. A PD session to navigate PRC was conducted for teachers new to IBDP.</p> <p><b>IBDP and IBCP Coordinator:</b> conducted an online session on Teams for academic honesty and integrity for all G11 and G12 students and discussed referencing and citing in September 2021.</p> <p><b>EE Coordinator:</b> will conduct the introduction EE session for all G11 DP students in the first week of Jan 22. All EE deadlines, PowerPoints on EE support for students and supervisors, EE handbook, RPP Forms and EE exemplars will be uploaded on Managebac.</p> <p><b>Librarian:</b> sent out login details for JSTOR, an online subscription for students to conduct literature review and access research papers for the EE in October 2021 on Managebac and Teams. The librarian was available for additional support in referencing and citing.</p> <p><b>Students:</b> attended the academic honesty and integrity session, participated by asking questions and signed acknowledgement for the academic honesty and integrity policy in September 2021. They used JSTOR for literature review to research for topics of their choice.</p>
<p><b>Subject and topic selection</b></p> <p>January 2022</p>	<ul style="list-style-type: none"> <li>✓ Students select subjects based on their own preference.</li> <li>✓ Subjects selected for EE are from <b>one</b> of the six subjects HL or SL opted for in the Diploma Programme</li> <li>✓ EE Coordinator and subject teachers provide guidance in choosing the correct subjects.</li> <li>✓ Subject selection involves students considering topic ideas, reviewing exemplars, reviewing literature using the online subscription JSTOR and discussing it with their subject</li> </ul>	<p>Second week of January</p>	<p><b>EE Coordinator:</b> will conduct an introductory session on EE which involves informing the students of the process of subject, topic and RQ selection. EE exemplars from different DP subjects will be shared, and scope of EE will be discussed with students. Students will be advised on how to select the subjects based on their future aspirations. Students will be informed of avoiding interdisciplinary approaches for EE should they select a specific subject. Ex-students are invited to discuss their extended essay topics and share their experiences of topic selection to better inform G11 of their choices. Subject teachers are contacted to discuss scope of EE topics in their subjects. These opportunities provide students with ample support to engage with different topics before they finalise their supervisor and topic.</p>

	<p>teachers and in some cases with the Higher Education Advisor.</p> <ul style="list-style-type: none"> <li>✓ Students in our school have not shown interest in selecting World Studies essays.</li> <li>✓ Students transferring to RWA in the second year with World Studies Essay are supported to complete them.</li> </ul>		<p><b>EE supervisors:</b> will ask students to brainstorm different topics, conduct preliminary literature review and consider an approach for each of the topics of their choice in the subject of their choice during the negotiation stages. Students are familiar with this approach during their Personal Project planning stages.</p> <p><b>Students:</b> will attend the introductory EE session. They will discuss the EE exemplars with the EE Coordinator and understand the requirements of EE in the subjects of their choice. They will have group discussions on different topics. They will understand how to select the topics through their subject teachers, ex-student experiences or the provisional supervisors. Students are required to prepare a list of topics in the subject of their interest with an annotated bibliography to determine sufficient literature review.</p>
<p><b>Supervisor allocation</b></p> <p>January 2021</p>	<ul style="list-style-type: none"> <li>✓ Student-led as they are allowed to choose their own supervisors.</li> <li>✓ Subject teachers consider student requests by reviewing student topic ideas before committing to them.</li> <li>✓ Each supervisor is allocated a maximum of 4 students for EE supervision only.</li> <li>✓ Head of department monitors number of EE students per subject teacher.</li> </ul>	<p>Last week of January</p>	<p><b>DP Coordinator:</b> will register new teachers for EE training, budget permitting. They will monitor the EEs allocated in different subjects to ensure all students are supported. They will meet with students who cannot find supervisors and discuss possible solutions with specific subject teachers, Heads of department and EE Coordinator.</p> <p><b>EE Coordinator:</b> will conduct training for teachers new to IBDP and EE. They will be informed how the EE works and their role as supervisors with special emphasis on do's and don'ts. The assessment criterion will be discussed. The mandatory reflection sessions, how and when they need to be completed will be outlined. They will send out an Excel workbook with names of students, subjects finalised, names of supervisors allocated and three RPP dates asking supervisors to confirm. They will also update the Managebac page to reflect the finalised details for each student.</p> <p><b>Heads of Department:</b> will allocate students to staff within their departments if a subject teacher gets more than 4 students.</p> <p><b>EE Supervisors:</b> will negotiate student requests based on preliminary topic ideas, literature review and approach to accept students. This is important to establish the right match of student with subjects. They will complete an Excel form to confirm students and their subjects with the EE Coordinator.</p> <p><b>Students:</b> will approach subject teachers of their choice and discuss topic ideas in their subjects. In most cases students get their subjects and supervisors of their choice. Once they confirm their supervisors they will</p>

			inform the EE coordinator by means of an online form and/or a hard copy form.
<b>First Supervisor meeting</b> February 2022	<ul style="list-style-type: none"> <li>✓ Schedule appointment for first meeting with supervisor</li> <li>✓ Discuss topic selection and plan of action for completing the EE</li> </ul>	First week of February	<p><b>EE Coordinator:</b> will send out an email reminder with requirements for the first meeting to the EE supervisors. Students will be informed and reminded on Managebac and Teams to complete the first meeting with EE supervisors. Supervisors will help students finalise the topics and narrow it down to allow proper testing of the research question.</p> <p><b>Students:</b> will send an email to EE supervisor or set up an appointment in person. Students will bring with them the finalised topics and all literature review conducted. They will be required to bring a plan of action in the form of a brainstorm or a mind map or a visual chart. They have done this for the personal project.</p>
<b>Finalising research question</b> February 2022	<ul style="list-style-type: none"> <li>✓ Schedule meeting with allocated supervisor at least two times.</li> <li>✓ Discuss possible RQs and focus one.</li> </ul>	Last week of February	<p><b>EE supervisor:</b> will review the RQ students provide and guide them to focus it correctly using varied examples. This is important as it sets the groundwork for the next stage of finalising the methodology.</p> <p><b>Students:</b> will email EE supervisor or set up appointment in person at least two times to discuss the RQ.</p>
<b>EE Days</b> June 2022	<p>Students will submit a <b>1000</b> word sample of writing to their EE supervisor and present the following over the two-day period:</p> <ul style="list-style-type: none"> <li>✓ Research question</li> <li>✓ Background into topic chosen</li> <li>✓ Details of methodology to collect primary and/or secondary data.</li> <li>✓ Detailed bibliography. (Harvard Style)</li> <li>✓ Problems encountered and solutions proposed.</li> <li>✓ Plan for summer.</li> <li>✓ Complete RPP Reflection 1</li> </ul>	Last week of June	<p><b>DP Coordinator:</b> will prepare a timetable for EE days with venues. Parents and students will be reminded of the importance of EE day. Parents will be contacted should students fail to complete the first RPP reflection.</p> <p><b>EE Coordinator:</b> will send out emails to students and supervisors to remind them of the EE days and the plan of action. EE Coordinator will monitor attendance on both days by sending the Excel document to record attendance. They will also get confirmation for the completion of the first RPP reflection from EE supervisor. The requirements of the first RPP reflection will be sent to supervisors. The EE Coordinator will email the supervisors with exemplar questions and expectations before each reflection session.</p> <p><b>EE Supervisor:</b> will monitor student progress during the days assigned to EE. They will support their students in completing the first RPP reflection by giving them prompts in the form of oral questions. Supervisors will conduct the reflection session and will ensure that the students complete the relevant section of the RPP Form in the given time on a Word document. This is done as it is easy to derive a word count. Any students not completing the first RPP reflection will be reported to EE and DP Coordinator.</p>

			<p><b>Students:</b> will attend two mandatory days dedicated to EE after the end-of-year examinations. They will attend plenary sessions with EE Coordinator. They will work on their EE for both days to complete an 800-1000 word sample. Students in Sciences will use this time to collect primary data. They will work on using Excel to process data and work on Statistical tests for significance. They will prepare a detailed bibliography using Harvard referencing. Students complete the first RPP reflection on a Word document that is shared with EE supervisors. They will use the guiding questions from supervisors to achieve this.</p>
<p><b>Summer Work</b> June-July 2022</p>	<p>Students will begin writing first draft of their EE over the summer break. The draft must include the following:</p> <ul style="list-style-type: none"> <li>✓ Topic</li> <li>✓ Research Question</li> <li>✓ Background</li> <li>✓ Methodology</li> <li>✓ Data collection</li> <li>✓ Analysis and conclusion</li> <li>✓ Evaluation of method and sources</li> </ul>	<p>First week of July to last week of August</p>	<p><b>EE supervisor:</b> will check the summer plan provided for students. They will be available on email should the students require any questions or clarifications. EE supervisors will ensure that students have completed the first RPP reflection before the summer break. They will provide students with further examples of other required guidance.</p> <p><b>Students:</b> will prepare a detailed summer plan on how they will complete their EE and submit to EE supervisors before they leave for the break. They have already completed the RQ, background, methodology details and how they plan to analyse and interpret the data collected. In the summer break students will collect multiple sets of data primary or secondary as appropriate, process it, use statistical methods where appropriate and then will discuss the trends of the data. They will then write up a conclusion and finally evaluate the method and sources used.</p>
<p><b>First full draft and second RPP reflection</b> September 2022</p>	<ul style="list-style-type: none"> <li>✓ Students submit the first draft.</li> <li>✓ Students complete the second RPP reflection</li> </ul>	<p>Second week of September</p>	<p><b>DP Coordinator:</b> will publish and disseminate new EE deadlines for grade 12. This will include dates for draft 1 and final draft submission for students. The final dates for teachers to complete viva voce and final RPP reflection will also be published in liaison with the EE Coordinator. The dates will be published to students and parents in the first week of September after school reopens post summer break. Parents of students not submitting the first draft and/or the second RPP reflection and/or with high plagiarism index will be contacted and invited for a meeting to determine further course of action.</p> <p><b>EE Coordinator:</b> will send reminders to students on Teams and Managebac to students to submit the first drafts and complete the second RPP reflection. The supervisors will be reminded to complete the second RPP reflection with students and provide detailed feedback on the first full draft. EE coordinator will send supervisors guiding questions and remind them how to complete the RPP reflections, especially for new EE supervisors taking over from previous teachers who have left. Supervisors will also be reminded to check the similarity index using Turnitin software. Students not submitting the first</p>

			<p>draft or completing the second RPP reflection or with high plagiarism index will be reported to the DP Coordinator.</p> <p><b>EE supervisors:</b> will receive the first draft on Managebac. They will annotate the draft with detailed feedback. They will not edit the work of students. They are required to ask guiding questions and provide recommendations which the student may or may not use. All formal expectations will be checked, and students will be reminded of these. They will also help students understand the assessment criteria and ask students to compare their work with the rubric to help them improve on their work. The supervisors will help students complete the second RPP reflection with guiding questions and ensure that students complete it on the same Word document. Any students not meeting this deadline will be reported to the DP and EE coordinators.</p> <p><b>Students:</b> will meet with their respective supervisors to ensure submission of the first full draft on Managebac. Any delays will be discussed with the supervisors. The students will also complete the second RPP reflection under the supervision of the supervisors with the help of guiding questions. This will be submitted on the same Word document that has the first RPP reflection.</p>
<p><b>EE days</b> November 2022</p>	<p>Students will have two collapsed days to work on extended essay feedback provided and make final changes.</p>	<p>Last week of November</p>	<p><b>DP Coordinator:</b> will send email reminder to parents of the importance of completing the extended essay and its contribution to the Diploma. Parents will also be reminded of the final submission date in December.</p> <p><b>EE Coordinator:</b> will send reminders to students on Teams and Managebac to students to submit the final drafts and complete the second RPP reflection. EE coordinator will conduct a final session for students to support them with analysis and evaluation. All formal expectations will be reminded with a checklist.</p> <p><b>EE supervisors:</b> will be reminded to ensure that students' EE adhere to all formal expectations. The cover page details will need to be checked and changed if required. The bibliography will be required to be consistent throughout. Any support with referencing and citing will need to be provided. The anonymity of the EE will need to be ensured so will the 4000-word limit.</p> <p><b>Students:</b> will make the required changes as per the detailed feedback provided on their first drafts. They will ensure that the cover page details are accurate. They will ensure that the bibliography is consistent and there is</p>

			accurate referencing and citing. They will also ensure anonymity and adhere to the word limit of 4000 words.
<b>Final draft submission</b>  December 2022	Students submit the final draft of extended essay to supervisors.	First week of December	<p><b>DP Coordinator:</b> will send a detailed email to save the EE file, originality report and the completed RPP form in the folders on OneDrive. The following should be checked before uploading the documents on OneDrive:</p> <ul style="list-style-type: none"> <li>▪ The EE should be finally checked for its cover page, bibliography and word limit.</li> <li>▪ The EE should be saved as a pdf document.</li> <li>▪ The EE file should be named in the shared format with the correct candidate number.</li> <li>▪ The turnitin report of the student's EE.</li> </ul> <p>DP and EE Coordinator will conduct cursory checks on all uploaded files on Managebac before submission on IBIS.</p> <p>Any issues with non-submission or plagiarism will be dealt with by the DP Coordinator. Parents will be contacted, and students will be kept in the DP office to ensure submission or reduce plagiarism by correct referencing and citing.</p> <p><b>EE Coordinator:</b> will send reminders to students on Teams and Managebac to students to submit the final drafts and complete the second RPP reflection. The supervisors will be reminded to complete the second RPP reflection with their students after final submission. EE Coordinator will collect names of students who have similarity index of more than 10% and/or those who have not met the submission deadline and pass them to the DP Coordinator.</p> <p><b>EE supervisors:</b> will ensure that files are correctly named and saved in the pdf format. The originality report will also be saved on OneDrive. Any issues on plagiarism at this stage will be reported to the DP Coordinator. Any failure of submission will also be reported to the DP Coordinator.</p> <p><b>Students:</b> will be supported to meet the final submission deadline. Students with similarity index of more than 10% will be supported with the referencing and citing to ensure academic honesty by EE supervisors using good exemplars.</p>
<b>Viva Voce and final RPP reflection</b>  December 2022	Students will make an appointment with supervisors for viva voce.	Second week of December	<p><b>DP Coordinator:</b> will send the editable pdf of the RPP Form to all EE supervisors. The final submission of the completed RPP form on the OneDrive folder will be provided to EE supervisors. A reminder for the total word count of 500 for the RPP form will be provided. A final check of all the uploaded RPP forms will be conducted with the EE coordinator before final submission on IBIS.</p>

			<p><b>EE Coordinator:</b> will send reminders to students on Teams and Managebac to complete the viva voce and the final RPP reflection. The supervisors will be reminded to conduct the viva voce. Examples of suitable questions for the viva voce and videos from PRC will be shared to help supervisors understand the process of conducting a good viva voce. Guiding questions for the final RPP reflection will be sent to supervisors and a reminder of how to complete the RPP reflections, especially for new EE supervisors will be provided. Examples of how supervisors should write comments for students in the supervisor section of the RPP form will be shared.</p> <p><b>EE supervisor:</b> will confirm the appointment for the viva voce. They will prepare the questions after reading the full final EE. They will make the students comfortable and create a conducive environment for students to express themselves freely. The students will then be supported to complete the final RPP reflection. They will check all the three reflections and ensure that it is not more than 500 words. Once the completed RPP form will be received from students they will enter their comments in the space for supervisors on the form. The completed form saved with the correct candidate number will be uploaded on OneDrive.</p> <p><b>Students:</b> will set an appointment with their supervisors for the Viva Voce on email or face to face. They will meet their supervisors in the assigned venue. They will answer the questions and have a discussion as guided by the EE supervisors. A total word count of 500 for all the reflections combined will be ensured on the Word document. The students will then transfer the reflections correctly on the RPP form and save it with the correct candidate numbers. The students will then email their final completed RPP forms to their supervisors.</p>
<p><b>EE and RPP form submission on IBIS</b></p> <p>January 2023</p>	<p>EE supervisors will submit the final EE and the RPP form on IBIS</p>	<p>Last week of January</p>	<p><b>DP Coordinator:</b> will check the final submission on IBIS for final EE, RPPF and EE predicted grade.</p> <p><b>EE Coordinator:</b> will send a final reminder to EE supervisors for submission of EE and RPP forms. They will send predicted grade boundaries from previous years to support EE supervisors.</p> <p><b>EE supervisor:</b> will assess the EE and predict a grade using the grade boundaries. They will submit the final EE, RPPF and the predicted grades on IBIS and inform the DP coordinator on completion.</p>