



RAFFLES
WORLD ACADEMY

The Extended Essay Supervisors' Guide

For examinations in 2018 onwards

Where does it fit?



Source: Adapted from *The Extended Essay Guide* on OCC.

*“If we knew what
it was we were
doing, it would not
be called research,
would it?”
...Albert Einstein*

Nature of the Extended Essay

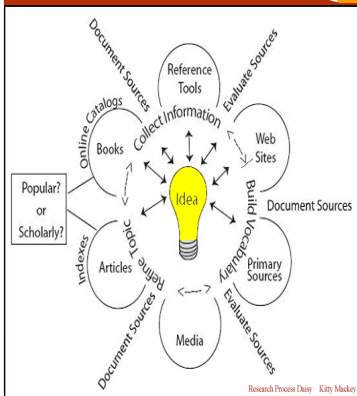
The Extended Essay is an in-depth study of a focused topic chosen from one of the student's six chosen subjects for the IB Diploma.

It promotes high-level research and writing skills, intellectual discovery and creativity.

It allows a student to engage in personal research on a topic of their choice, guided by a supervisor.

The extended essay is

- compulsory for all DP students
- externally assessed
- a piece of INDEPENDENT research/investigation
- a formal essay containing no more than 4000 words
- the result of about 40 hours of work by the student
- concluded with a short interview, or *viva voce*, with the supervisor
- an opportunity for the student to show knowledge, understanding and enthusiasm about a topic of his/her choice. It is often a stimulus for discussion when applying to university, either through written personal statements or formal interviews.



Assessment Objectives

Students are expected to:

- plan and pursue a research project with intellectual initiative and insight
- formulate a precise research question
- gather and interpret material from sources appropriate to the research question
- structure a reasoned argument in response to the research question on the basis of the material gathered
- present their extended essay in an appropriate format, acknowledging sources using the Harvard Referencing System
- use appropriate terminology and language, with skill and understanding
- apply analytical and evaluative skills, with an understanding of the implications and the context of their research

The Student's Role

It is required that students

- observe all regulations relating to the extended essay
- meet deadlines
- start work early
- plan a schedule for researching and writing the essay, including extra time for delays and unforeseen problems
- record sources as their research progresses
- have a clear structure for the essay before starting to write
- check and proofread the final version carefully



BEFORE

- Read the assessment criteria
- Read previous essays to identify strengths and possible pitfalls
- Spend time working out the research question
- Work out a structure for the essay

DURING

- Start work early and stick to deadlines
- Maintain a good working relationship with your supervisor
- Construct an argument that relates to the research question
- Use the library and ask librarians for advice
- Record sources as you go along

AFTER

- Check and proof read the final version carefully

“Education’s purpose is to replace an empty mind with an open one.”

...Malcolm Forbes

Structure of the Essay

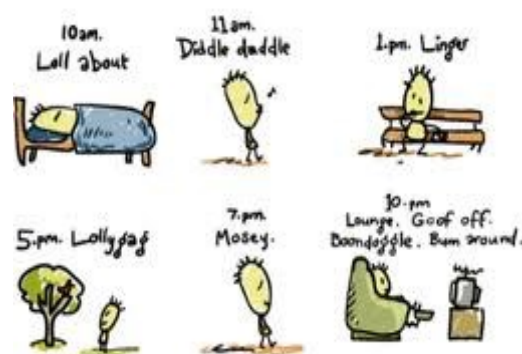
Required elements

- Title Page-Topic, Research Question and Word Count.
- Contents Page
- Introduction
- Body (development/method/results- With chapters and sub-headings)
- Conclusion
- References and bibliography
- Appendices.

Writing the Essay

1. The body should form a reasoned argument.
2. Write an introduction that clearly outlines the purpose of the essay, however, be prepared to modify it if your research uncovers information that is arbitrary to your argument.
3. Maintain Reflection Space and attend sessions with your supervisor, record on the RPP Form.
4. As the argument develops, the reader should clearly see what relevant evidence has been discovered, where/how it has been discovered and how it supports the argument. *Use subheadings to help the reader understand the argument and to keep you on track.*
5. Modify the introduction after you have completed the body, if necessary.
6. Write the conclusion. This should include what has been achieved, including notes of any limitations and questions that you may not have resolved.
7. Any information directly linked and central to the argument should not be included in the appendices or footnotes. The examiner is not bound to read them, so the essay will need to be complete in itself.
8. Cite all your sources using the Harvard Referencing System.
9. The bibliography should only include sources you have used in the essay.
10. Proof read your essay. *Get someone else to do this for you. When you are working closely on something, over a period of time, it is difficult to spot any errors. A fresh eye has a much better chance of picking up grammar and spelling errors and of pointing out any areas that may not be clearly understood.*

A Day in the Life of a Procrastinator.



Formal presentation of the Extended Essay and Checklist

Word limit: 4000 words.

This does not include –

- the RPPF (500 words in all)
- acknowledgements
- the contents page
- maps, charts, diagrams annotated illustrations and tables
- equations, formulas and calculations
- citations/references (whether in brackets or numbered)
- footnotes or endnotes
- the bibliography
- appendices

Essays exceeding 4000 words will be penalized and examiners are not required to read material in excess of the word limit.

Title

- ◇ This should provide a clear indication of the focus of the essay.
- ◇ It should be precise and narrow.

Contents page

- ◇ All pages should be numbered.
- ◇ Font– Arial, Size 12, double spaced.

Illustrations

- ◇ Any illustrations are well presented.
- ◇ Graphs, diagrams, tables and maps are effective only if they are clearly labelled and easily interpreted.
- ◇ All illustrative material incorporated in the Extended Essay is directly related to the text and acknowledged where appropriate.
- ◇ Photographs and other images are acceptable only if they are captioned/annotated and are used to illustrate a specific point made in the essay.

Formal presentation of the Extended Essay and Checklist

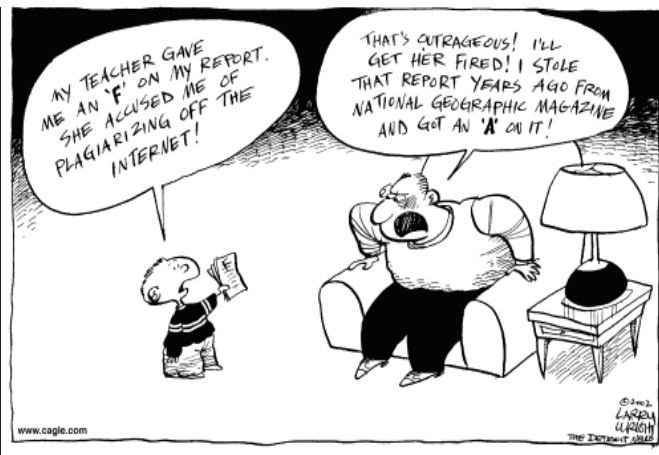
Bibliographies, references and citations

- ◇ In the spirit of academic honesty, the reader must be provided with the exact sources of quotations ideas and points of view through accurate bibliographies and referencing.

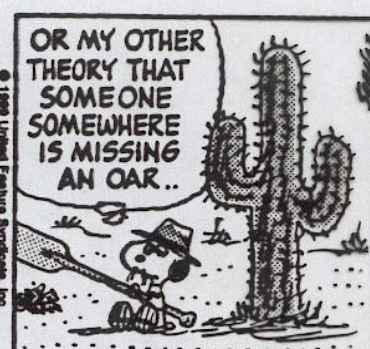
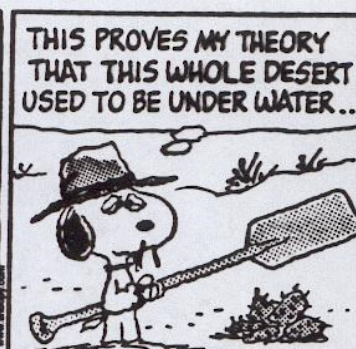
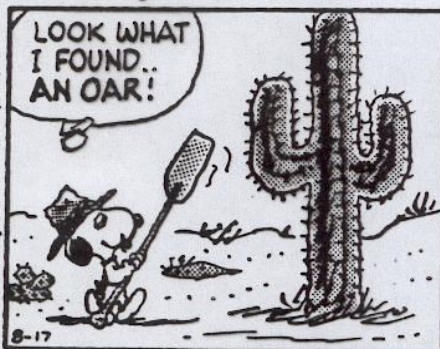
Failure to comply with this requirement will be viewed as plagiarism and will, therefore, be treated as a case of malpractice.

Appendices, footnotes and endnotes

- ◇ These are not essential to the Extended Essay and examiners are not required to read them, so any information of direct relevance to the essay should **NOT** be included in this section.
- ◇ Do not attempt to fudge the word limit by including important material in notes or appendices. This risks losing marks under several criteria.
- ◇ Complete lists of raw data should not be included, unless they are essential.
- ◇ Avoid referring to the appendices continuously in your essay. This disrupts the flow of your writing and disturbs the continuity of the essay.



Peanuts: By Charles Schulz



At the end-

Create an (eg. Final EE History) assignment on Managebac, check the box at the bottom that enables turnitin. Check the turnitin settings to no repository.

Ask your students to post their EEs on Managebac.

This will allow the EE to be checked for plagiarism on turnitin. Originality rate allowed is in single digit only. Please advise your candidate to fix the essay if it is more than that.

There should be no personal identifiers in the EE.

Complete the supervisor's section of the RPPF form on Managebac, export to PDF. This has to be uploaded on the IBIS by you. Do not mention the student's name in your report.

EE cover sheet should include the following, only– Subject, Topic, Research Question, Word Count– that is all.

EE should be saved as Eg.– May2019-006315-0098-EE - History.

Your candidate will upload the EE after your approval or you upload it.

You authenticate the EE on IBIS, and upload the RPPF form.

Defining quality feedback

What does quality feedback involve?

This is a very important part of your responsibilities as a supervisor. **Without heavily annotating the draft**, you have to indicate faults, explain how the essay can be improved and also avoid discouraging the student. In other words, thorough knowledge of the criteria is essential.

What should the feedback focus on?

Feedback may focus on the main issues that you have found with the first draft. In general, most of the discussion should involve the appropriateness of the research question (does it still fit or make sense, now that the research is done?), whether or not the EE is organized well enough to answer the research question, if the evidence is relevant and helps answer the research question and if the analysis is consistent.

If a student has inadvertently developed an answer to a slight different question, adjustments may be made to the research question.

The most common weaknesses in EEs include:

No research question and poor titles, topics that are unsuitable or too broadly defined, introductions that are too long, weak and inconsistent referencing, only quotations referenced, bibliographies not listed or formatted incorrectly, lack of focus, for example, the essay answers a different question, and essays which exceed the word limit and lie about it.