

Planning the Extended Essay – May 2019 Diploma Candidates

Important notes:

- Each Diploma Programme must follow all IB guidelines regarding the writing of the Extended Essay, especially those regarding academic honesty.
- Students should expect to spend approximately 40 hours on their Extended Essays.
- Please note that in addition to the **three mandatory formal reflection sessions** indicated below, which must be recorded in the **Reflections on Planning and Progress Form (RPPF)**, the student is encouraged to have several “check-in” sessions, of varying length (some may be as short as 10 minutes), to discuss progress of the EE. Students may want to keep track of these check-in sessions, but they are not required to record them on the RPPF.
- The EE Supervisor will spend between 3-5 hours with the student, including time on the three mandatory reflection sessions and any additional “check-in” sessions.
- The IB assesses the EE *formatively* (by the RPPF) and *summative* (the essay itself). Both the essay and the RPPF must be submitted to the IB for assessment.

BY THIS DATE:	ACTION:
13 September 2018	Presentation by the IB DP coordinator about the EE, expectations, structure, process, deadlines, and criteria.
17 October 2018	(#1) Initial Reflection Session completed. Student completes comments about Initial Reflection Session on the Reflections on Planning and Progress Form (RPPF). EE supervisor signs and dates the RPPF.
12 December 2018	(#2) Interim Reflection Session completed. Student completes comments about Interim Reflection Session on the Reflections on Planning and Progress Form (RPPF). EE supervisor signs and dates the RPPF. EE supervisor provides student with written feedback on first full draft of the EE.
22 January 2019	EE FINAL PAPER: 1 copy shared electronically with the IB DP Coordinator and EE supervisor and uploaded to Turnitin.
6 February 2019	(#3) Final Reflection Session – <i>viva voce</i> (concluding interview). Student completes comments about the Final Reflection Session (<i>viva voce</i>) on the Reflections on Planning and Progress Form (RPPF). EE supervisor signs and dates the RPPF.
20 February 2019	The EE supervisor completes the EE supervisor comments on the RPPF and submits the completed RPPF to the IB DP coordinator.