

International Baccalaureate Diploma Programme
Extended Essay Component – 2022-2023 School Year
School of the Nations – Macau

Student Guide

Co-Coordinator: Mrs. Jones & Ms. Zancan

Extended Essay Supervisors: S.O.N. IB Faculty

1 General Information

The Extended Essay is an essential component in the IB Diploma Program. The purpose of the essay is to allow students to engage in independent research and pursue knowledge in a subject area of personal interest. The students will be required to communicate their information in a logical manner and present the final essay according to the IBO guidelines.

In the SON's programme, Extended Essays must be written in English unless the topic is chosen from Group 2 (Mandarin Chinese), in which case the essay must be written in Chinese as it is the target language. The Extended Essay should include an introduction, body and conclusion with a limit of 4000 words. Papers in excess of 4,000 words are subject to penalties and examiners are not required to read more than 4,000 words.

An important part of this process is the learning and personal reflection that students experience. Students must complete specific formal written reflections **using ManageBac** three times during the process of developing their Extended Essay. These are important aspects of the learning and do figure prominently in determining the level of engagement you have with the task. Students must use the ManageBac system for both formal and informal reflections throughout the process. Maintaining on-going informal reflections will help your supervisor and the Extended Essay Coordinators keep track of your progress throughout the process and aid you in formulating and tracking ideas. **This record should be kept on ManageBac in the designated area and will be checked each term by the student's supervisor and the EE Coordinators.**

Potential IB Diploma Candidates have been introduced to many of the skills necessary for completing a research paper after they have completed their education through Form 4. They will be further introduced to the various aspects of the Extended Essay during Form Five Extended Essay sessions which will provide reminders and longer sessions where specific research skills are developed. Students will be given materials to help them in proceeding with their research, including the Extended Essay requirements, necessary steps to be completed during the essay process, along with a list of important due dates to help track their progress. The Extended Essay Coordinators will monitor the research process and will maintain communication with the faculty supervisors. Students will be given school marks (on a scale of A to E) based on their progress and engagement with their Extended Essay during Form 5 and for part of Form 6.

2 Importance of Completion of the Extended Essay

Please note that completion of the tasks outlined for Form 5 is required in order to be promoted to Form 6. Students who do not have a comprehensive draft of at least 3500 words by the date set will not be allowed to progress to Form 6 regardless of their other marks. Any student guilty of plagiarism on all or part of their work on the Extended Essay will not advance to Form 6. Two of the formal personal reflections must also be completed during the Form 5 year in order to advance to Form 6. Students must be familiar with the following documents:

- Extended Essay Subject-Specific Guidance - IBO
- Effective Citing and Referencing - IBO
- SON Academic Integrity Policy - SON

3 Choosing a Subject and Topic

The subject selection for the Extended Essay must come from the list of available subjects listed in this guide. Once the subject is chosen and approved, a topic within that subject must be selected. **Students must provide a first, second and third subject choice** that they have sufficient background knowledge, skill, and sufficient interest in to ensure their motivation. Subjects that are not part of the student's diploma program course of study may be permitted, but caution is advised unless the student has a high level of personal interest and requisite background knowledge in that particular subject. **Approval of a student's selection of a subject area remains with the Extended Essay and IBDP Coordinators.**

Choosing a topic from a particular subject requires careful consideration. Students are advised to review the relevant subject guidelines, which will be provided by the Extended Essay Coordinators once they have identified a subject area. Topics should be limited in scope so that students have the opportunity to research the issue in depth. Collecting data and information should allow students to provide analysis and evaluation of their research; however, it is not necessary for this research to make a contribution to new knowledge within the subject. Broad topics are not likely to result in successful essays. Likewise, essays that do not reflect personal research but rely on narrative or descriptive approaches will not be appropriate.

4 Assigning a Supervisor

Students will request a particular supervisor based on their subject and the availability of the faculty member. The Extended Essay supervisor will always be someone with the necessary qualifications and experience in the subject area chosen by the candidate. It is also very important that the supervisor be familiar with the IB Diploma Program in general. The supervisor's primary responsibilities will be to encourage and support the candidate, provide guidance concerning the subject, ensure that the candidate's essay is his/her own work, and complete the supervisor's report. In addition, the supervisor will be responsible for assisting the candidate with defining a topic, developing a suitable research question, and helping them to find the necessary resources to complete their research project. Supervisors must communicate their students' progress to the Extended Essay Coordinators each term.

The coordinators will make an effort to provide students with their first, second or third choice of subject and supervisor. If, however, the particular subjects and/or supervisors have more requests than they are allowed to take (SON policy is for a maximum three students per supervisor), OR if the subject teacher feels that your skills or maturity in that area is not sufficient to sustain this project, the Extended Essay Coordinators will meet with you to discuss an alternative choice. **The process of determining a subject area and supervisor is NOT done on a first-come basis and students should NOT approach potential supervisors as this is done through the Extended Essay Coordinators.**

The demands of the Extended Essay can be overwhelming at times, so it is extremely important for the candidate to maintain close contact with their supervisor throughout the research process and to receive general guidance on time management. Each candidate must meet the designated timeline (attached). This timeline identifies very specific deadlines for the important stages in their research and writing.

Please note that since the EE deadlines are set from the beginning of the year, you may NOT use approaching EE deadlines as an excuse for your lack of preparedness in a particular class or for any subject-specific deadline. Managing your time during the long-term process of the EE is an important component of your IB education as "Self-Directed Learners".

5 Assessment – Officially from the IB

The candidate’s supervisor, in consultation with the Extended Essay Coordinators and the IB Diploma Program Coordinator will be determining the predicted grade for the Extended Essay. Predicted grades are very important since they often form the basis of an offer of admission a student may receive to universities. Extended Essay grades are on an A - E scale. Details of the qualitative grade descriptors can be found in the IB Extended Essay guide.

Final scoring of the Extended Essay will follow IBO guidelines and will be based on both general and subject-specific criteria. Since the main purpose of the Extended Essay is to engage students in independent research, the general assessment criteria are given twice as much weight as the subject-specific criteria. It is important to remember that the Extended Essay is a required component of the IB and must be successfully completed.

IB Assessment Criteria for the Extended Essay

Criterion A: focus and method	Criterion B: knowledge and understanding	Criterion C: critical thinking	Criterion D: presentation	Criterion E: engagement
<ul style="list-style-type: none"> • Topic • Research question • Methodology 	<ul style="list-style-type: none"> • Context • Subject-specific terminology and concepts 	<ul style="list-style-type: none"> • Research • Analysis • Discussion and evaluation 	<ul style="list-style-type: none"> • Structure • Layout 	<ul style="list-style-type: none"> • Process • Research focus
Marks	Marks	Marks	Marks	Marks
6	6	12	4	6

Total marks available: 34

The bonus points awarded for the Extended Essay will be made in conjunction with the Theory of Knowledge Assessment. A total of 3 bonus points may be earned for these central components. These points often make the difference between getting the IB diploma, as well as getting a university offer based on your overall IB score. The combination of points will be awarded according to the matrix which follows:

The diploma points matrix

May 2015 onwards

		Theory of knowledge					
		Grade A	Grade B	Grade C	Grade D	Grade E	No grade N
Extended essay	Grade A	3	3	2	2	Failing condition	Failing condition
	Grade B	3	2	2	1	Failing condition	Failing condition
	Grade C	2	2	1	0	Failing condition	Failing condition
	Grade D	2	1	0	0	Failing condition	Failing condition
	Grade E	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition
	No grade N	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition

Changes from *The diploma points matrix (May 2010 - November 2014)*:

- B + C combination now results in 2 additional points (previously 1 point).
- A + E combination now results in zero points and a failing condition (previously 1 point).

6 Assessment – SON Internal

In addition to the score a student receives at the end of the IB program, school marks will be recorded on S.O.N. report cards during Form Five and during a portion of Form Six. The Extended Essay grades for Form 5 students (terms 1, 2 & 3) and for Form 6 (terms 1 & 2) include the following elements:

- Attending and **fully participating** in the required plenary sessions scheduled (you must have written documentation for missing all or a part of these scheduled sessions or they are considered unexcused absences). This year, these sessions will be part of homeroom activities, and will include an additional class period approximately every three weeks on Tuesday's from 12:15-1:00. In your Form 6 year, sessions will likely include two required Saturday morning sessions. This means that if you miss homeroom on days where instruction and guidance is given on the Extended Essay, or if you are not in class on days when EE instruction is given at the required Tuesday session, it can affect your EE term mark. If you are inattentive during these sessions, you are marked absent for that session.
- Submitting required documents by the due dates given.
- Taking initiative in meeting with staff (supervisor and/or coordinators). **Taking initiative also includes posting ideas, resources, and information in the informal reflection space on ManageBac as required.**
- Demonstrated effort in producing work on the Extended Essay that is reflective of your ability.
- Please be aware that ALL work must be submitted to your EE supervisor at least ONE WEEK before the stated deadline in order to provide supervisors with enough time to check and respond to the work you submitted to them.
- All notifications of approval of each step in the process will be done via ManageBac. You should be uploading your work on ManageBac as well so that your supervisor and the IB and EE Coordinators have access to what you are doing. The only paper form you will be returning is the initial "Contract" that must be signed by you and your parents verifying that you (and they) understand the requirements of the IB Extended Essay as implemented at SON.

ALL of these requirements must be met and evident in order for the student to get an "A" for their SON EE term mark. The Extended Essay Coordinators, in consultation with the student's supervisor and the IB DP Coordinator, will award the Extended Essay grades.

Examples of Extended Essay report card grade descriptors on student report cards:

A	Met all of the requirements listed above.
B	Missed required plenary sessions or did not participate fully and/or responsibly in these, submitted documents per the deadlines given, took some initiative in meeting with staff and providing ongoing reflections as required, produced materials that demonstrated reasonable effort.
C	Missed some of the required plenary sessions or failed to participate fully and/or responsibly, or submitted one or more documents late, or produced materials that demonstrated some effort, and/or did not take initiative in meeting with staff or reflecting on learning as required.
D	Missed plenary sessions, or was inattentive or non-participative, or submitted one or more documents late, or did not produce materials that demonstrated effort, and/or did not take initiative in meeting with staff or reflecting on their learning, as required.
E	Missed or was inattentive or disruptive at plenary sessions, or submitted documents late, or failed to submit one or more required documents, or did not produce any work on the Extended Essay during the term, and/or did not take any initiative in meeting with staff as required or set meetings and then didn't attend meetings scheduled. Did not work to the student's capacity.

7 Summary of Due Dates

Friday, September 23, 2022– Step 1 Form- Student/Parent Contract

Friday, October 7, 2022– Step 2 – Subject & Supervisor Choice

Friday, October 28, 2022 – Step 3 – Topic & Initial Research Question

Friday, November 4, 2022 - FORMAL Reflection ONE on ManageBac

Term One ends November 25, 2022

Friday, December 9, 2022 – Step 4 – Annotated Bibliography

Friday, January 6, 2023 – Step 5 – Topic Outline

Friday, March 3, 2023 – Step 6 – Partial Rough Draft (2000 words)

Term Two ends March 17, 2023

Friday, May 26, 2023 – Step 7 – Comprehensive Rough Draft (3500 words)

Friday, June 2, 2023– FORMAL Reflection TWO on ManageBac

Term Three ends June 9, 2023

8 Extended Essay Timeline

September 2022: Begin information meetings with DP candidates & Student/Parent contract due to EE Coordinator (Step 1 – Required Attached Form must be signed)

October 2022: Subject and proposed supervisor choice due to EE Coordinator (Step 2) & Topic and initial research question due (Step 3)

November 2022: First FORMAL REFLECTION due (on ManageBac)

December 2022: Annotated bibliography due to EE Coordinator (Step 4)

January 2023: Topic Outline due (Step 5)

March 2023: A partial rough draft (at least 2000 words) is due (Step 6)

May 2023: A comprehensive draft (at least 3500 words including ALL aspects of the required paper) is due (Step 7)

June 2023: Second FORMAL REFLECTION due (on ManageBac)

Summer holiday: Students work on revisions and improvements so that they can finalize their EE in the FIRST term of the 2023-2024 school year.

Form 6 School Year (2023-2024)

October/November 2023: Final plenary sessions with students to get peer feedback, review citations and check for plagiarism.

December 2023: Final meeting needs to occur between the supervisor and the student. Note: This is the LAST CHANCE for the supervisor to meet with the candidate and to read changes made to their completed draft and provide feedback to the student.

January 2024: The Final Paper needs to be submitted to the supervisor via ManageBac.

February 2024: The Viva Voce (verification discussion) needs to occur between the supervisor and the student. Students must complete the third (final FORMAL reflection). Supervisors must submit all paperwork and copies of the final Extended Essays to the EE Coordinators.

9 Subject list

Below you will find a list of the subject choices.

Biology

Business Management

Chemistry

Chinese B

Economics

English Language and Literature

History*

Mathematics

Music

Physics

Psychology

Visual Arts

World Studies*

* Not an IB course offering at S.O.N. this year. These subjects can only be selected with proof of extensive knowledge and/or experience in the subject obtained outside of the IB program.

10 Supervisors Available for the 2022-2023 School Year (by Subject)

Note that subject teachers can only work with three students per year

<u>Biology:</u> Ms. Meghna	<u>Economics:</u> Dr. Zhang	<u>Music:</u> Ms. Erica
<u>Business/Management:</u> Ms. Polly Mrs. Jones	Mr. Peebles	<u>Physics:</u> Mr. Vu
<u>Chemistry:</u> Ms. Roslin Ms. Maggie	<u>English Language and Literature:</u> Ms. Betina Ms. Creare Mrs. Jones	<u>Psychology:</u> Ms. Zancan
<u>Chinese (Mandarin) A: Language & Literature:</u> Ms. Zhang	<u>History:</u> Mr. King Mr. Miller	<u>World Studies:</u> Mr. Peebles
<u>Chinese (Mandarin) B:</u> Ms. Celestine Ms. Io	<u>Mathematics:</u> Ms. Ward (Mr. Leong will assist until she arrives at S.O.N.) Mr. Michael Mr. Vincent Ms. Maggie	<u>Visual Arts:</u> Ms. Cargill

School of the Nations - Extended Essay Program Student/Parent Contract

IB Diploma Candidate: _____ **(Printed Name)**

I have received a copy of the S.O.N. Extended Essay student handbook. I understand that the extended essay (**of no more than 4000 words**) is a required component in the IB Diploma Programme and must be completed by December of 2023. I am also aware that my essay must be written in English unless I have chosen to write a paper related to Chinese A or B. In that case, my essay must be written in Chinese. I further understand that I must submit an essay that represents my own work, thoughts, and ideas.

I will choose a subject of personal interest from the list of possible subjects and limit my topic to one that will allow for in-depth research. Once I have chosen a subject from the list, I understand that I will be assigned an approved supervisor who will provide general guidance throughout the Extended Essay process. In addition, the Extended Essay Coordinators will also monitor my progress, provide me with relevant information, and assist me with understanding important due dates during the research and writing process.

I understand that I will be given a letter grade each term during Form 5 and the first part of Form 6 that reflects my attendance and participation at the required plenary sessions, submission of work when due, and my demonstrated effort. I will incorporate my learning in the reflections required, and I will demonstrate my willingness to learn by taking initiative in meeting with my supervisor. **I further understand that failure to produce an adequate comprehensive draft by May 26, 2023 will result in my repeating Form 5.**

I agree to submit the final draft of my Extended Essay, along with my required three reflections, on or before the posted due date in January of 2024, and **I understand my failure to do so will prevent me from qualifying for the IB Diploma.**

(IB Diploma Candidate Signature)

(Date)

Parent

I have reviewed my son/daughter's Extended Essay Handbook and understand the guidelines established by the IBO. I understand that the Extended Essay is a required component for the IB Diploma and that there will be feedback about his/her progress on the school report card. I am prepared to monitor and support my son/daughter throughout the essay process. If I have questions regarding the Extended Essay, I will contact one of the coordinators at **2870-1759** or email: cjones@schoolofthenations.com, mzancan@schoolofthenations.com or gpeebles@schoolofthenations.com.

(Parent Signature)

(Date)