



EXTENDED ESSAY

Student Guide 2023-2025

Mrs. Jones
cjones@schoolofthenations.com

Coordinators:
Ms. Zancan
mzancan@schoolofthenations.com

1. General Information

The Extended Essay (EE) 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, EEs 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 EE should include an introduction, body and conclusion with a limit of 4,000 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 5 EE 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 EE requirements, necessary steps to be completed during the EE process, along with a list of important due dates to help track their progress. The EE Coordinators will monitor the research process and will maintain communication with the faculty supervisors. Students will be given school marks (A to E) based on their progress and engagement with their EE 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 EE 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 EE 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 EE 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 contribute 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 EE Coordinators each term.

The coordinators will try to provide students with their first, second or third choice of subject and supervisor. However, the SON policy establishes a maximum of three students per supervisor, and if the particular subjects and/or supervisors have more requests than they are allowed to take, OR if the

subject teacher feels that your skills or maturity in that area is not sufficient to sustain this project, the EE 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 EE 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 - External (IB)

The candidate’s supervisor, in consultation with the EE Coordinators and the IBDP 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 to E scale. Details of the qualitative grade descriptors can be found in the IB Extended Essay Guide.

Final scoring of the EE will follow IBO guidelines and will be based on both general and subject-specific criteria. Since the main purpose of the EE 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 EE 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 - Internal (SON)

In addition to the score a student receives at the end of the IB program, school marks will be recorded on SON report cards during Form 5 and during a portion of Form 6. 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). These sessions will be part of homeroom activities, and will include an additional class period every three weeks on Thursday’s from 3:35-4:17. 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 EE, or if you are not in class on days when EE instruction is given at the required Thursday 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 EE that is reflective of your ability.
- All notifications of approval of each step in the process will be done with the respective forms signed by you and by your supervisor. You should be uploading your work on ManageBac as well so that your supervisor and the IBDP and EE Coordinators have access to what you are doing. 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 EE Coordinators, in consultation with the student’s supervisor and the IBDP Coordinator, will award the EE grades.

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

A	Attended and participated fully and positively in the required plenary sessions, submitted required documents per the deadlines given, took <u>good initiative</u> in meeting with staff and reflecting on their learning as required, produced materials that were reflective of the student’s ability and that demonstrated <u>outstanding</u> effort.
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. Extended Essay Timeline

Form 5	SEPTEMBER 2023	✓ Student/Parent contract
	OCTOBER 2023	✓ Subject and proposed supervisor choice ✓ Topic and initial research question
	NOVEMBER 2023	✓ First FORMAL REFLECTION on ManageBac
	DECEMBER 2023	✓ Annotated bibliography
	JANUARY 2024	✓ Topic Outline
	MARCH 2024	✓ Partial rough draft (2,000 words)
	MAY 2024	✓ Comprehensive draft (at least 3500 words including ALL aspects of the required paper)
	JUNE 2024	✓ Second FORMAL REFLECTION on ManageBac
SUMMER HOLIDAY		✓ Students work on revisions and improvements so that they can finalize their EE in the FIRST term of Form 6.
Form 6	OCT-NOV 2024	✓ Final plenary sessions with students to get peer feedback, review citations and check for plagiarism.
	DECEMBER 2024	✓ Final meeting with the supervisor.

		<ul style="list-style-type: none"> ✓ Note: This is the LAST CHANCE for the supervisor to meet with the candidate and to read changes made to their <u>completed draft</u> and provide feedback to the student.
	JANUARY 2025	<ul style="list-style-type: none"> ✓ The Final Paper needs to be submitted on ManageBac.
	FEBRUARY 2025	<ul style="list-style-type: none"> ✓ The Viva Voce with the supervisor. ✓ Third and final FORMAL REFLECTION on ManageBac. ✓ Supervisors must submit all paperwork and copies of the final Extended Essays to the EE Coordinators.

8. Summary of Due Dates - Current School-year (F5)

Friday	22 – Sep – 2023	Form- Student/Parent Contract
Friday	6 – Oct – 2023	Subject & Supervisor Choice
Friday	27 – Oct – 2023	Topic & Initial Research Question
Friday	3 – Nov – 2023	Formal Reflection #1 on ManageBac
Term 1 ends November 23, 2023		
Friday	8 – Dec – 2023	Annotated Bibliography
Friday	12 – Jan – 2024	Topic Outline
Friday	8 – Mar – 2024	Partial Rough Draft (2000 words)
Term 2 ends March 19, 2024		
Friday	24 – May – 2024	Comprehensive Rough Draft (3500 words)
Friday	7 – Jun – 2024	Formal Reflection #2 on ManageBac
Term 3 ends June 7, 2024		

9. Subject List

Below you will find a list of the subject choices.

- ✓ Biology
- ✓ Business Management
- ✓ Chemistry
- ✓ Chinese B
- ✓ Economics

- ✓ English Language and Literature
- ✓ Environmental Systems and Societies
- ✓ History*
- ✓ Mathematics
- ✓ Music
- ✓ Physics
- ✓ Psychology
- ✓ Visual Arts

* Not an IB course offering at SON this year. This subject 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 2023-2024 School Year

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

Biology	Chemistry	Physics
<ul style="list-style-type: none"> ✓ Ms. Meghna ✓ Ms. Kelly 	<ul style="list-style-type: none"> ✓ Ms. Roslin ✓ Ms. Maggie 	<ul style="list-style-type: none"> ✓ Mr. Vu
Mathematics	Economics	Business Management
<ul style="list-style-type: none"> ✓ Mr. Michael ✓ Ms. Ward ✓ Mr. Vincent 	<ul style="list-style-type: none"> ✓ Dr. Zhang ✓ Mr. Wood 	<ul style="list-style-type: none"> ✓ Ms. Polly ✓ Mrs. Jones
Psychology	Music	Visual Arts
<ul style="list-style-type: none"> ✓ Ms. Zancan 	<ul style="list-style-type: none"> ✓ Ms. leong 	<ul style="list-style-type: none"> ✓ Ms. Cargill
English and Literature	Chinese Mandarin B	History
<ul style="list-style-type: none"> ✓ Mrs. Jones ✓ Ms. Betina ✓ Ms. Crerar ✓ Mr. Weber 	<ul style="list-style-type: none"> ✓ Zhang Laoshi ✓ Chung Laoshi ✓ Chiu Laoshi ✓ Xie Laoshi 	<ul style="list-style-type: none"> ✓ Mr. Miller ✓ Mr. King
	Environmental Systems and Societies	
	<ul style="list-style-type: none"> ✓ Ms. Kelly 	

Extended Essay Student/Parent Contract

IB Diploma Candidate: _____ (Printed Name)

1. I declare that I have received and read a copy of the SON Extended Essay student handbook.
2. I understand that the extended essay is a required component in the IB Diploma Programme and must be completed by December of 2024.
3. 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.
4. I further understand that I must submit an essay that represents my own work, thoughts, and ideas, in line with the academic honesty policy of the school and the IBO.
5. 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.
6. I understand that I will be assigned an approved supervisor who will provide general guidance throughout the Extended Essay process.
7. I am aware that the Coordinators will make all possible efforts to provide me with my first, second or third choice of subject and supervisor, but ultimately the assignment will be made based on the supervisor's availability and discretion.
8. I am also aware that the Extended Essay Coordinators will monitor my progress, provide me with relevant information, and assist me with understanding important due dates during the research and writing process.
9. I understand that I will be given a grade (A to E) each term during Form 5 and in the first term of Form 6 that reflects my attendance and participation at the required plenary sessions, submission of work when due, and my demonstrated effort.
10. 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.
11. I understand that **failure to produce an adequate comprehensive draft by May 24, 2024 will result in my repeating Form 5.**
12. 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 2025, and **I understand my failure to do so will prevent me from qualifying for the IB Diploma.**

(IB Diploma Candidate Signature)

(Date)

Parent

13. I have reviewed my son/daughter's Extended Essay Handbook and understand the guidelines established by the IBO.

14. 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.
15. I understand that the Extended Essay Coordinators will assign a subject and supervisor to my son/daughter based on the availability of the faculty member requested by my child.
16. I am prepared and willing to monitor and support my son/daughter throughout the essay process.
17. If I have questions regarding the Extended Essay, I will contact one of the coordinators at **2870-1759** or email: **cjones@schoolofthenations.com**, or **mzancan@schoolofthenations.com**.

(Parent Signature)

(Date)

Carla Jones
Extended Essay Coordinator

(Date)

Madalena Zancan
Extended Essay Coordinator

(Date)