INTERNATIONAL BACCALAUREATE PROGRAM
WASHINGTON-LEE HIGH SCHOOL
AN IB WORLD SCHOOL SINCE 1996

“The act of writing is the act of discovering what you believe.”
~ David Hare

EXTENDED ESSAY GUIDE

“Writing is an exploration. You start from nothing and learn as you go.”
~ E.L. Doctorow

IB Coordinator: Mr. Chad DeMagistris
EE Coordinator: Ms. Sarah Congable
Principal: Mr. Gregg Robertson
<table>
<thead>
<tr>
<th><strong>“In a Nutshell” FAQs about the Extended Essay</strong></th>
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<td><strong>What is an EE?</strong></td>
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<td><strong>Who does an EE?</strong></td>
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<td><strong>Must the EE be one of the student’s examination subjects?</strong></td>
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</table>
| **What benefits does the EE offer?** | Important Skills  
- independent research, investigation  
- in-depth analysis of a subject  
- organization, communication  
Points toward the IB Diploma  
- n.b. if the EE is not done or is done badly, the IB diploma may not be awarded |
| **How does the school organize the EE?** | Remember, the EE is designed to be independent of a classroom. As such, we can scaffold only so much:  
- requires an introductory meeting  
- gives deadlines/guidance to identify a mentor *prior* to research  
- gives dates for different stages of progress and completion  
  - these deadlines are designed to ensure the EEs are completed in stages that allow time for all other IB diploma requirements  
- suggests about 40 hours of total work on your part  
- suggests about 2-4 hours of review with your EE Mentor |
| **How is it scored?** | With TOK (up to 3 points)  
The Extended Essay itself (out of 36 marks, based on 11 different assessment criteria) |
| **How does the student choose what to do?** | By evaluating your own interests and academic strengths, and through the advice of your chosen EE Mentor. |
| **What is the role of the EE Mentor?** | Your EE Mentor will provide you with advice and guidance but *is not permitted to edit* the drafts you submit. It’s your responsibility to correct mistakes and to verify the accuracy of the contents of the essay. |
| **When should I start?** | NOW!!! |
| **How should I tackle the EE process?** | 1. Choose a Subject Area of interest, and read the assessment criteria from the documents posted on ManageBAC.  
2. Choose a topic within the subject (by preparatory reading).  
3. Narrow the topic by focusing on a defined specific area and identifying a teacher to serve as your EE Mentor.  
4. Write the research question and develop a fleshed-out thesis.  
5. Carry out in-depth research, making notes as you go and taking care to include exact references.  
6. Outline the topic, including quotes from your research. This will serve as your plan for the structure of your EE.  
7. Adjust your research question / thesis as needed.  
8. Write! Write! Write!  
9. Discuss progress with EE Mentor, and receive feedback on drafts.  
10. Revise! Revise! Revise!  
11. Submit the final product in person and to turnitin.com. |
According to the IBO, the aims of the Extended Essay are to provide students with the opportunity to:
- pursue independent research on a focused topic
- develop research and communication skills
- develop the skills of creative and critical thinking
- engage in a systematic process of research appropriate to the subject
- experience the excitement of intellectual discovery

All Extended Essays are externally assessed by examiners appointed by the IBO, and are marked on a scale from 0 to 36. This maximum score is made up of the total criterion levels available for each essay. The total score obtained on the scale 0 to 36 is used to determine in which of the following bands the extended essay is placed. This band, in conjunction with the band for Theory of Knowledge, determines the number of diploma points awarded for these two requirements.
- The band descriptors for the Extended Essays are described in detail on the following page, “Predicted Grade”

The diploma points matrix

<table>
<thead>
<tr>
<th>Theory of knowledge</th>
<th>Excellent A</th>
<th>Good B</th>
<th>Satisfactory C</th>
<th>Mediocre D</th>
<th>Elementary E</th>
<th>Not submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent A</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>N</td>
</tr>
<tr>
<td>Good B</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>Satisfactory C</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>D</td>
</tr>
<tr>
<td>Mediocre D</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>D</td>
</tr>
<tr>
<td>Elementary E</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Failing condition</td>
<td>N</td>
</tr>
<tr>
<td>Not submitted</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

A student who, for example, writes a good Extended Essay and whose performance in Theory of Knowledge is judged to be satisfactory will be awarded 1 point, while a student who writes a mediocre extended essay and whose performance in theory of knowledge is judged to be excellent will be awarded 2 points.

A student who fails to submit an extended essay will be awarded N for the extended essay, will score no points, and will not be awarded a diploma.

Performance in both the Extended Essay and Theory of Knowledge of an elementary standard is a failing condition for the award of the diploma.
- From 2010 onwards, 28 points overall will be required to be eligible for the diploma if a student attains an ‘E’ grade in either the extended essay or theory of knowledge.
- As previously, a grade ‘A’ in one of the requirements earns an extra point, even if the other is a grade ‘E’.
- Attaining a grade ‘E’ in both the extended essay and theory of knowledge continues to represent an automatic failure.

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PREDICTED GRADE FOR EXTENDED ESSAY

STUDENT’S NAME_________________________ TOPIC AREA ______________________

MENTOR’S NAME_________________________ FINAL GRADE _____________________

Thank you for serving as a mentor for this student. IB requires all mentors to give a predicted grade for each extended essay. Listed below are the criteria headings. Please refer to your copy of the General Assessment Criteria and the criteria specific to your subject area. To find the final grade, add all the separate criteria scores. Based on this total, choose one of the overall assessment bands listed at the bottom of this page.

A  Research question (0, 1, or 2) _______
B  Introduction (0, 1, or 2) _______
C  Investigation (0, 1, 2, 3, or 4) _______
D  Understanding of topic (0, 1, 2, 3, or 4) _______
E  Reasoned argument (0, 1, 2, 3, or 4) _______
F  Analytical and evaluative skills (0, 1, 2, 3, or 4) _______
G  Use of language (0, 1, 2, 3, or 4) _______
H  Conclusion (0, 1, or 2) _______
I  Formal presentation (0, 1, 2, 3, or 4) _______
J  Abstract (0, 1, or 2) _______
K  Holistic judgment (0, 1, 2, 3, or 4) _______

Overall Assessment Bands (circle one)

A  Work of an excellent standard 30-36
B  Work of a good standard 25-29
C  Work of satisfactory standard 17-24
D  Work of a mediocre standard 9-16
E  Work of an elementary standard 0-8
IB Examiners Advice to IB Students

The more background a student has in the subject, the better the chance s/he has for writing a strong Extended Essay.

Recommended: things to do

Before starting work on the extended essay, students should:
- read the assessment criteria for their chosen subject area
- read previous essays to identify strengths and possible pitfalls
- spend time working out the research question and thesis
- work out a structure for the essay

During the research process, and while writing the essay, students should:
- start work early and stick to deadlines
- maintain a good working relationship with their mentor
- construct an argument that relates to the research question
- use the library and online resources (and consult librarians for advice!)
- record sources as they go along
- choose a new topic and research question to answer if there is a problem with the original topic
- let their interest and enthusiasm show!

After completing the essay, students should:
- write the abstract
- check and proofread the final version carefully
- submit the essay to turnitin.com for final checking

Recommended: things to avoid

Avoid at all costs:
Students should not work with a research question that is too broad, too vague, too narrow, too difficult, or inappropriate. A good research question is one that asks something worth asking and that is answerable within 40 hours / 4,000 words. It should be clear what would count as evidence in relation to the question, and it must be possible to acquire such evidence in the course of the investigation. If a student does not know what evidence is needed, or cannot collect such evidence, it will not be possible to answer the research question.

In addition, students should not:
- ignore the assessment criteria
- collect material that is irrelevant to the research question
- use the Internet uncritically
- repeat the introduction in the conclusion
- cite sources that are not used
- plagiarize
Extended Essay Final Checklist

**Title Page**
Title of the Essay
Subject Area
Candidate Name
Washington-Lee High School 0882
May 2013
Word Count:

Abstract – not more than 300 words, typed on one page and placed immediately after the Title Page.

Table of Contents – placed after the abstract and before the rest of the essay. More precise divisions are preferred and make the essay much easier to read and assess.

Introduction / Body / Conclusion

Bibliography – begin on a separate page at the end of the essay and be sure to use complete and correct format. According to the IBO, acceptable documentation styles are (1) APSA, (2) APA, (3) Chicago/Turabian, (4) CBE, (5) Harvard citation guide, (6) MLA, and (7) numbered references.

Appendices – if any, place after the bibliography.

Yellow Extended Essay Cover Sheet – be sure to sign and date.

Submitted final essay to turnitin.com.

Reserved the date for “Viva Voce” interview.