

Extended Essay Student Checklist

Cover page (Title page)

Have you included the research question?	<input type="checkbox"/>
Have you stated the subject?	<input type="checkbox"/>
Have you included your personal code?	<input type="checkbox"/>
Have you ensured you have kept the cover page anonymous (no candidate name or number and no centre name or centre number)?	<input type="checkbox"/>
Have you declared the word count?	<input type="checkbox"/>

Declaration of authenticity

Have you included a signed declaration of authenticity?	<input type="checkbox"/>
Have you dated the declaration of authenticity?	<input type="checkbox"/>
Have you submitted the declaration of authenticity to your supervisor for safekeeping?	<input type="checkbox"/>

Research question (RQ)

Is your title phrased as a probing question?	<input type="checkbox"/>
Is your RQ clearly stated?	<input type="checkbox"/>
Is the purpose and focus of your RQ clear and appropriate?	<input type="checkbox"/>
Have you outlined why your RQ is worthy of investigation?	<input type="checkbox"/>
Can your RQ be answered in 4,000 words (is it focused rather than too vague)?	<input type="checkbox"/>

Contents page

Have you included a contents page?	<input type="checkbox"/>
Have you used section headings?	<input type="checkbox"/>
Does this include page numbers?	<input type="checkbox"/>
Have you checked the page numbers are accurate?	<input type="checkbox"/>

Methodology

Have you made it clear why your methodology is relevant to the RQ?	<input type="checkbox"/>
Have you outlined how your sources help you answer the RQ?	<input type="checkbox"/>
Have you used a sufficient range of suitable sources?	<input type="checkbox"/>
Is there evidence of informed selection of sources?	<input type="checkbox"/>
Have you used all aspects of the methodology mentioned in the introduction of your essay?	<input type="checkbox"/>

Analysis, discussion and critical thinking

Have you used subject-specific terminology and concepts appropriately, accurately and consistently?	<input type="checkbox"/>
---	--------------------------

Analysis, discussion and critical thinking

Have you made links between your research findings/data collected and your research question?	<input type="checkbox"/>
Have you explained the significance of the information/data in your essay?	<input type="checkbox"/>
Are your points supported by evidence?	<input type="checkbox"/>
Are your arguments consistent with the analysis and sources presented?	<input type="checkbox"/>
Have you acknowledged the significance of possible errors or omissions that may have occurred in your research?	<input type="checkbox"/>
Have you considered the degree of reliability (strengths and limitations) of your sources?	<input type="checkbox"/>
Have you provided a critical evaluation of the methodologies, data and subject-specific tools used?	<input type="checkbox"/>

Conclusion

Is your research question restated and appears in bold in the conclusion?	<input type="checkbox"/>
Is your conclusion consistent with the discussion provided in the essay?	<input type="checkbox"/>
Have you provided reasoned arguments with relevant evidence to justify your conclusion?	<input type="checkbox"/>
Is your conclusion meaningful and backed by research evidence?	<input type="checkbox"/>
Does your conclusion acknowledge any unresolved questions?	<input type="checkbox"/>
Does your conclusion address new questions that have emerged (if any)?	<input type="checkbox"/>

Reflections

Have you completed all three reflection sessions?	<input type="checkbox"/>
Have you demonstrated engagement with your research question and the research process?	<input type="checkbox"/>
Is there evidence of the thinking process behind any changes in direction in your research and methodology?	<input type="checkbox"/>
Have you highlighted the challenges you faced, and how you overcame these?	<input type="checkbox"/>
Upon completion of the <i>viva voce</i> , have you completed your final summative comments, signed and dated the RPPF before submitting this to your supervisor?	<input type="checkbox"/>
Do your reflections highlight the successes in your learning journey?	<input type="checkbox"/>

Format and formal presentation

Is your essay within 4,000 words?	<input type="checkbox"/>
Does your research question appear in bold in the introduction?	<input type="checkbox"/>
Have you used a readable font, such as Arial or Times New Roman?	<input type="checkbox"/>
Is the essay in size 12 font?	<input type="checkbox"/>
Is your essay double-spaced?	<input type="checkbox"/>
Are all of your pages numbered?	<input type="checkbox"/>
Are graphs/charts/images/illustrations numbered?	<input type="checkbox"/>

Format and formal presentation

Are each of your graphs/charts/images/illustrations captioned?	<input type="checkbox"/>
Are your graphs/charts/images/illustrations referenced appropriately?	<input type="checkbox"/>
Are all your diagrams, charts and graphs correctly labelled?	<input type="checkbox"/>
Do the page numbers in your table of contents match the page numbers in the text?	<input type="checkbox"/>
Have you proofread the entire essay for spelling, punctuation and/or grammatical errors?	<input type="checkbox"/>
Is your work anonymized, that is, your candidate name and number do not appear anywhere in the essay?	<input type="checkbox"/>
Have you used a consistent system to cite and reference your sources?	<input type="checkbox"/>
If quotations have been used, have you clearly indicated these (by using quotation marks or an indented paragraph)?	<input type="checkbox"/>
Has the source of each quotation (if used) been cited?	<input type="checkbox"/>
Where you have used the ideas of someone else, have you clearly indicated where this starts and ends?	<input type="checkbox"/>
Does the appendix (if used) contain only relevant and necessary information?	<input type="checkbox"/>
Does each appendix item (if used) have a title <i>and</i> an appropriate source?	<input type="checkbox"/>
Are each of the appendix items (if used) clearly mentioned in the text of the essay?	<input type="checkbox"/>
Are all references to items in the appendix clearly cross-referenced, including the relevant page number(s)?	<input type="checkbox"/>

Bibliography (Works cited or References)

Have you included a bibliography, containing all your sources used to research and write the EE?	<input type="checkbox"/>
Has the bibliography been produced in alphabetical order?	<input type="checkbox"/>
Do your citations in the body of the essay match the correct references in the bibliography?	<input type="checkbox"/>
Does your bibliography list each and every source used in the essay?	<input type="checkbox"/>
Does your bibliography specify author(s), title, date of publication and the publisher for every reference?	<input type="checkbox"/>
Is the punctuation in the bibliography consistent?	<input type="checkbox"/>

Others

Have you referred to your RQ throughout the essay (not only in the introduction and conclusion)?

☐

Have you shared a soft copy of the final version of the EE with your supervisor?

☐

Do you have everything ready to submit your completed essay to your supervisor by the final deadline?

☐

Resource:

1. Taylor, Chris, and Paul Hoang. 2017. *‘Extended Essay for the IB Diploma: Skills for Success - Skills for Success’*. Hodder Education.