



**Bahrain Bayan School**

**IB Diploma Programme**

# **Extended Essay Supervision Process (Examination Session 2023)**

## Extended Essay Calendar (2023 Cohort)

(Grade 11/ Year 1) September 2021	
Date/Deadline	Event or Action
September	Workshop to be held with supervisors outlining the Extended Essay process for the incoming cohort.
October 2021	
Date/Deadline	Event or Action
October 3rd	Extended Essay- Introductory Workshop & Distribute EE Handbook & IB Guide
November 2021	
Date/Deadline	Event or Action
November 1st	EE subject area decided
November 2nd	Grade 11 list of EE supervisors and students' subjects selected
November 4th-11th	Student-Supervisor contract signed
November 14th-16th	First Meeting with student - Discuss research question/Outline of essay
November 21st	EE research and writing workshop
January 2022	
Date/Deadline	Event or Action
January 3rd-31st	EE consultation with supervisors (citation, plagiarism, annotated bibliography, outline)
January 31st	EE first reflection on planning and progress ( RPPF)
February 2022	
Date/Deadline	Event or Action
February 1st-28th	Monitor EE progress
March 2022	
Date/Deadline	Event or Action
March 1st-31st	Monitor EE progress
April 2022	
Date/Deadline	Event or Action
April 10th	First draft (1,500 words) due to Supervisor
May 2022	
Date/Deadline	Event or Action
May 8th-12th	Second meeting with supervisor - Interim Reflection is due (RPPF)
May 17th -31st	Monitor EE progress
June 2022	
Date/Deadline	Event or Action
June 16th	Full Draft of EE is due to supervisor - checked and reviewed for feedback by the EE supervisor/coordinator
( Grade 12/ Year 2) September 2022	
October 2022	
Date/Deadline	Event or Action
October 6th	EE workshop to review requirements of essay before submitting the first draft
November 2023	
Date/Deadline	Event or Action
November 3rd	EE: Final draft submitted and checked against Turitin
November 6th -10th	Final Reflection – Viva Voce
November 6th – 10th	Submit a soft and hard copy of EE final draft to DPC and EE Coordinator/supervisor

## What Is IB Extended Essay (EE)?

- The EE is compulsory for all students taking the Diploma and is an option for course students.
- A student must achieve a D grade or higher to be awarded the Diploma.
- The EE is externally assessed. Together with the grade for theory of knowledge, it contributes up to three points to the total score for the diploma.
- The EE process helps prepare students for university and other pathways beyond the Diploma Programme.
- Students must choose a subject for their essay from the list of Diploma Programme subjects in the Diploma Programme.
- The EE is a piece of independent research on a topic chosen by the student in consultation with a supervisor in the school.
- It is presented as a **formal piece of sustained academic writing** (4,000 words maximum) accompanied by a **reflection form** (500 words maximum).
- It is the result of approximately 40 hours of work by the student.
- Students are supported by a supervision process recommended to last three to five hours in total, which includes three mandatory reflection sessions.
- The third and final mandatory reflection session is the *viva voce*, which is a concluding interview with the supervising teacher after the essay is completed.

Reference: [https://ibpublishing.ibo.org/extendedessay/apps/dpapp/tsm.html?doc=d\\_0\\_eevvy\\_gui\\_1602\\_1\\_e&part=2&chapter=1&section=4](https://ibpublishing.ibo.org/extendedessay/apps/dpapp/tsm.html?doc=d_0_eevvy_gui_1602_1_e&part=2&chapter=1&section=4)

## Aims of the Extended Essay:

- ✓ Engage and pursue independent academic research on a focused topic within the chosen IB subject.
- ✓ Carry out in-depth research in an area of personal interest.
- ✓ Develop the ATL skills of research, thinking, self-management and communication.
- ✓ Develop creative and critical thinking skills.
- ✓ Experience the excitement and rewards of intellectual discovery.
- ✓ Reflect on the research, writing and learning process.

Reference: Extended Essay for IB Diploma - Hodder publication

## **EE Supervision Process:**

**Hours:** Three to five hours minimum

**Meetings:** Three mandatory reflection sessions recorded on the RPPF & three check-in sessions that involve both student and supervisor input.

Refer to: [https://ibpublishing.ibo.org/extendedessay/apps/dpapp/tsm.html?doc=d\\_0\\_eeyv\\_gui\\_1602\\_1\\_e&part=3&chapter=1&section=2](https://ibpublishing.ibo.org/extendedessay/apps/dpapp/tsm.html?doc=d_0_eeyv_gui_1602_1_e&part=3&chapter=1&section=2)

### **Phase 1/ September 2021: EE and Academic Honesty Orientation**

The EE Coordinator and DPC conduct an introductory workshop for Grade 11 focusing on the EE process, research skills, Academic Honesty policy and EE requirements. Students receive their EE Handbook for more guidance and details about the requirements of the subject.

### **Phase 2/ October 2021: Subject and Topic Selection**

Several research workshops will be organized for Grade 11 about research process and the use of Turnitin. In the same month, students decide on their preferred researched subject area and later EE supervisors will be selected as per each student.

### **Phase 3/ November 2022: Research Question & Check in Sessions 1**

Students decide on their research question and consult their supervisor to guide them in narrowing the focus of their research and framing a research question. Initial research ideas, primary & secondary resources, research questions and outlines will be discussed with the EE Coordinator/Supervisor during the first and second check in sessions. Students will focus on planning and organizing themselves and managing the RRS.

### **Phase 4/ January 2021: Check in Sessions 2 & First Formal Reflection**

Initial research ideas, primary & secondary resources, research questions and outlines will be discussed with the EE Coordinator/Supervisor during the first and second check in sessions. Students will focus on planning and organizing themselves and managing the RRS. First reflection on planning and progress of students will be entered and the development of refined research proposal will be monitored and supervised by the EE Coordinator/Supervisor.

### **Phase 5/January 2022: First Formal Reflection**

First reflection on planning and progress of students will be entered and the development of refined research proposal will be monitored and supervised by the EE Coordinator/Supervisor.

### **Phase 6/ Feb -May 2022: Check in Session 3 & Development and Discussion of the Parts of the Essay**

In the third check-in session, students develop their essay and check their Coordinator's/Supervisor's comments on the full draft of the essay. Students make sure that the essay:

- Has a clear introduction that addresses the research question ( RQ).
- Complies with the EE requirements, including MLA formatting.
- Has proper referencing and citing.
- Abides by CIS Academic Honesty policy.

### **Phase 7/ June 2022: Interim Reflection & First Draft of the Extended Essay**

The interim reflection is entered on the RPPF. Several points will focus on research question, research process, research topic, argument and analysis of the essay, evidence, and critical thinking.

### **Phase 8/September 2022: EE Workshop & Final Reflection (Viva Voce)**

A workshop conducted by the EE Coordinator /Supervisor is organized for Grade 12 students before their final reflection.

### **Phase 9/ November 2022: Final EE Draft- Completion of the RPPF, Final Reflection (Viva Voce), & EE and RPPF Submission**

Following the final reflection session, the following steps should be followed:

- The student must complete the last candidate comment section of the RPPF.
- The student then signs and dates the form and submits it to the supervisor.
- The supervisor adds the final comment to authenticate the process by signing and dating the form.

Students submit their final essay which can be followed up with viva voce. The supervisor should have read the final essay in preparation. Students complete their Researcher's reflection space and describe how they have grown as a learner through the process and indicate the personal significance of the work they have done.

The extended essay and RPPF are submitted to the IB after being checked against Turnitin.

# EE/RPPF

For use from May/November 2018

Page 1 / 3

Candidate personal code:

## Extended essay - Reflections on planning and progress form

**Candidate:** This form is to be completed by the candidate during the course and completion of their EE. This document records reflections on your planning and progress, and the nature of your discussions with your supervisor. You must undertake three formal reflection sessions with your supervisor: The first formal reflection session should focus on your initial ideas and how you plan to undertake your research; the interim reflection session is once a significant amount of your research has been completed, and the final session will be in the form of a viva voce once you have completed and handed in your EE. This document acts as a record in supporting the authenticity of your work. The three reflections combined must amount to no more than 500 words.

**The completion of this form is a mandatory requirement of the EE. It must be submitted together with the completed**

**EE for assessment under Criterion E. As per the 'Protocols for completing and submitting the Reflections on planning and progress form' section of the EE guide, a mark of 0 will be awarded by the examiner for criterion E if the RPPF is blank or the comments are written in a language other than that of the accompanying essay.**

**Supervisor:** You must have three reflection sessions with each candidate, one early on in the process, an interim meeting and then the final viva voce. Other check-in sessions are permitted but do not need to be recorded on this sheet. After each reflection session candidates must record their reflections and as the supervisor you must sign and date this form.

### First reflection session

Candidate comments:

Date:

Supervisor initials:

# EE/RPPF

Page 2 / 3

## Interim reflection

Candidate comments:

Date:

Supervisor  
initials:

## Final reflection - Viva voce

Candidate comments:

Date:

Supervisor  
initials:



# EE/RPPF

Page 3 / 3

Supervisor comments:

**Supervisor:** *By submitting this candidate work for assessment, you are taking responsibility for its authenticity. No piece of candidate work should be uploaded/submitted to the e-Coursework system if its authenticity is in doubt or if contradictory comments are added to this form. If your text in the box below raises any doubt on the authenticity of the work, this component will not be assessed.*

© International Baccalaureate Organization 2016

## **References:**

- International Baccalaureate. “IB Resources Center- Extended Essay (First Exams 2018).” *Authentication Selector*, Feb. 2019, 7:30.  
<https://resources.ibo.org/dp/subject-group/Extended-essay-first-assessment-2018/resource/11162-43483/?c=3d5975ea>
- International Baccalaureate. 2019. ‘Extended Essay Guide’. Geneva, Switzerland.
- Taylor, Chris, and Paul Hoang. *Extended Essay for the IB Diploma: Skills for Success - Skills for Success*. Hodder Education, 2017.