



**GATEWAY**  
INTERNATIONAL SCHOOL  
(IB CONTINUUM WORLD SCHOOL)



**DIPLOMA PROGRAM (DP)**

**EXTENDED ESSAY HANDBOOK**

**2022-2023**



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## **Extended Essay-Meaning**

The Extended Essay – a requirement of the IB Diploma Programme Core – is an independent research-based essay of approximately 4,000 words. The EE may be written in one of the many IB Subject Areas, All Extended Essays are assessed externally by a trained IB examiner. Extended Essay is to be mandatorily written by a Diploma Candidate. The Extended Essay is an essay, not a narrative or a report. It is not a summation of what is out there. EE has to involve the student’s analysis in some way.

## **Marks contributed by EE towards Diploma**

EE along with the Theory of Knowledge essay contribute a total of three points. (Refer to EE& TOK matrix in EE guide.)

## **Length of EE**

The upper limit of the Extended Essay is 4,000 words. The word count includes the introduction, the body, the conclusions and any quotations, but does not include the abstract, acknowledgements, the table of contents page, maps, charts, diagrams, annotated illustrations, tables, reference pages and appendices.

## **How will writing an Extended Essay help?**

The Extended Essay demands an in-depth study of a student-chosen topic that is aligned with one of the IB Subject Areas. Writing an Extended Essay strengthens a student’s skills in a variety of areas including:

- Conducting independent research
- Forming a clear and arguable research question/thesis
- Effectively using research to support the thesis
- Appropriately documenting sources used in the paper
- Managing an extended timeline for a project
- Communicating ideas and presenting arguments in an organized, logical and consistent manner
- Writing an Extended Essay helps a candidate to develop writing skills that will prepare them for writing assignments in college or university.

### **How long does the whole EE process take?**

Students are expected to spend approximately 40 hours of independent research and writing to complete a quality Extended Essay. The process begins in the first DP year with informational sessions, establishing the student/supervisor relationship and submitting a research plan and essay proposal by January in the first year. A solid final draft of at least 2000 words is due to the supervisor by October of DP second year and with the final essay due in November.

### **What Subject Areas can one choose from?**

The IB offers a variety of Subject Areas to choose from. Students are strongly advised to consider essay topics in the subject that is taught at GIS School, as we will be equipped to support such topics. It is advised that a student chooses a topic that they are interested in and is connected to a Subject Area they have studied themselves. For a detailed list of options, ask for a copy of the IB Extended Essay Guide from the IB Diploma Programme Coordinator.

Highly recommended that students choose a subject they are studying since then they have been exposed to the “way” academic study in that field is done. Each one has specific requirements for the nature of the paper; e.g. EE in Math would look very different from one in English.

### **Is EE a persuasive essay or investigation?**

- You develop an answer to your research question:
- You can only say what you can prove
- You can only prove what you can find evidence to support
- You can only find evidence that supports your question if you can identify the experts in the field
- You can only identify experts in the field by searching who the people are who write in this field and who are respected; professors, writers
- So, you state a point and find some evidence from a reputable, reliable source to back it up.

## Criteria for good questions

However, certain disciplines may permit or encourage different ways of formulating the research task. The following makes a research question a good question.

- Can it be asked and answered (Is there an answer? Can information be found to answer?)
- Can sources be found in English? (Shouldn't be translated)
- Will you find experts whose words and work will support this? It can't be about how you feel or think...it is about what you can prove!)
- Is it worthwhile to answer? Does it add to the discussion in the field?
- Is the topic focused? Can it be answered in only 4000 words?
- Is the topic broad enough to discuss in up to 4000 words? Not trivial or already answered.
- Can the topic be objectively treated? Not just conjecture or in "pseudo" areas
- Does the question fit squarely in the area of study?
- Does the topic avoid hypothetical discussion? (No, what if .... Didn't happen?)
- Are all terms in the question clearly defined and understood by all in the field?

Selection of Supervisors:

1. **Brainstorm** possible supervisors for your Extended Essay.
2. **Approach** ONE teacher to supervise your Extended Essay. This teacher should have general knowledge of the subject area of your paper. You must choose a Central faculty member. If that teacher is unwilling, ask another.
3. However, in circumstances where the school deems it appropriate, students may undertake their research at an institute or university under the guidance of an external mentor.
4. **Explain** the duties of an EE supervisor, and obtain the signature of your supervisor or the external mentor on the proposal form.
5. **Schedule** a formal meeting with your supervisor to discuss your research.
6. As we have only four students in this academic year, **two students undertake the Extended Essay under one supervisor**. The remaining two students will carry their research work under the guidance of two supervisors. **One supervisor** for each student.

**What support does an Extended Essay Supervisor provide?**

**Recommended five hours' maximum guidance**

Your Extended Essay Supervisor provides important support as you research and writes your essay.

They are limited, however, in what they can do. According to the expectations of the IB, the Extended Essay Supervisor:

- Encourages and supports students as they research and write their EE;
- Offers advice and guidance regarding the research process;
- The Supervisor is a guide, asks questions, suggests sources or research strategies, and provides overall support throughout the process.
- Advice students on how to keep the essay compliant with the assessment criteria.
- Ensures the Extended Essay is the candidate's work and has not been plagiarized.
- Conduct the Viva Voce interview with the student at the end of the process. This interview allows students to reflect on what they've learned throughout the process and offers the supervisor a chance to engage the student in conversation about their topic as well as monitor the authenticity of student work.
- Completes the Supervisor's Report for submission to the assigned Extended Essay Examiner.
- The work done as part of your Extended Essay must be your work; this includes all research, writing and documentation of sources used. Your Extended Essay Supervisor cannot give you your research question or topic, do research for you, write or edit any part of your essay.
- Your Extended Essay Supervisor will read and comment on one draft only.

### **Responsibilities of a Student**

- Choose an appropriate topic
- Observe the regulations relating to the EE
- Meet deadlines
- Read and understand IB Academic Honesty Policy
- Acknowledge all sources of information & ideas in an approved academic manner appropriate to the field of study (Which citing style).

### **Responsibility of Academic Honesty**

- Important is that the Essay is based on a question for which there is no obvious answer.
- You cannot use someone else's question

- It cannot be based on a piece of work you did for assessment or evaluation in any other class
- It must be based on your work
- It must include proper citations for any thoughts, ideas, used from others.

### **Definition of Malpractice**

#### **Plagiarism**

- The representation of ideas or work of another person as the candidates own

#### **Collusion**

- Supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another

### **Duplication of work**

- The presentation of the same work for different assessment components and/or diploma requirements

### **Any other behaviour**

- Which gains an unfair advantage for a candidate or which affects the results of another candidate

### **Recommended things to avoid**

Examiners' reports also mention these things to be avoided at all costs. Students should not work with a research question that is too broad or too vague, too narrow, too difficult or inappropriate. A good research question asks something worth asking and that is answerable within 40 hours/4,000 words. It should be clear what would count as evidence about 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:

- forget to analyze the research question
- ignore the assessment criteria
- collect material that is irrelevant to the research question
- use the internet uncritically

- plagiarize
- Merely describe or report (evidence must be used to support the argument)
- repeat the introduction in the conclusion
- Cite sources that are not used. One further piece of advice is as follows: the more background a student has in the subject, the better the chance he or she has of writing a good Extended Essay.

Students choosing to write an Extended Essay on a subject that is not being studied as part of the Diploma Programme often leads to lower marks.

### **Presentation of the Extended Essay**

#### **Organization**

All Extended Essays should include the three components of a research paper: (1) the introduction, (2) the body or development, and (3) the conclusion. The Extended Essay should be written in a clear, correct and formal style appropriate to the subject, from which the topic is drawn.

#### **Title Page**

Place the title  $\frac{1}{4}$  of the way down from the top of the page. Remember that the title is not the same thing as your research question or topic. Think of an informative title that conveys the essence of your essay. The title should provide a clear indication of the focus of the essay. It should be precise and not necessarily phrased in the form of a question.

In the bottom right corner of your paper include the following:

**Your Name**

**Your Session Number**

**Word Count**

**Date**

**Subject**

## **Structure**

The essay must be typed double spaced in 12 pt. font and be as close to 4,000 words as possible without going over the limit. The 4000 words include the Introduction, Body, Conclusion, and any quotations. It does not include the Abstract, Acknowledgements, Table of Contents, Illustrations, Bibliography, Footnotes, Endnotes, or Appendices. Use Times New Roman font in black ink.

The essay should be neat and organized. Do not use run-on sentences and paragraphs that are too long and attempt to treat too many topics. Do not allow careless grammatical and spelling errors to lower your grade. Paragraphs must be topical, readable, and of reasonable length. The essay must be structured and organized logically with all arguments and analyses presented and developed in a systematic fashion and order. Use smooth transitions between paragraphs to link the paragraphs, arguments, and sections of your paper. Use a spelling checker and make sure several competent people proofread your essay.

## **Requirement of Extended Essay**

**Your Extended Essay must address each of the following questions.**

### **Introduction**

- What is your research question?
- Why is the research question significant and worthy of study?
- Why is the research question significant to you personally?
- What is your thesis?
- What is your game plan for the rest of the essay?

### **Body**

- What is the background information needed to understand your research question and thesis?
- What are the distinct elements of your thesis? How can the thesis be divided and broken down into parts?

- What are the central arguments you will make to defend your thesis?
- What are the topical subsections of your body? Outline each subsection of the body.
- How does each subsection build upon the previous subsection and lead up to the next? How does each subsection contribute to the defense of your thesis?
- What evidence will you present to support your arguments and thesis?
- What are your key sources? How will you integrate the evaluation of your sources in the body?
- How will you integrate critical analysis into your body?

### Conclusion

- How have you sufficiently answered the research question and defended your thesis?
- What are the major strengths of your thesis and your analysis and defence of it in your essay?
- What could you have done better in the essay? Evaluate your work critically.
- What are the new questions and unresolved questions which have arisen from your research and analysis?
- Bibliography
- Include only those sources you have cited in the essay.

### Overview of EE criteria

<b>A. Focus and method</b>	<b>B. Knowledge and understanding</b>	<b>C. Critical thinking</b>	<b>D. Formal presentation</b>	<b>E. Engagement</b>
<ul style="list-style-type: none"> <li>• Topic</li> <li>• Research question</li> <li>• Methodology</li> </ul>	<ul style="list-style-type: none"> <li>• Content</li> <li>• Subject-specific terminology and concept</li> </ul>	<ul style="list-style-type: none"> <li>• Research</li> <li>• Analysis</li> <li>• Discussion and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Structure</li> <li>• layout</li> </ul>	<ul style="list-style-type: none"> <li>• Process</li> <li>• Research focus</li> </ul>
<b>Marks</b>	<b>Marks</b>	<b>Marks</b>	<b>Marks</b>	<b>Marks</b>
<b>6</b>	<b>6</b>	<b>12</b>	<b>4</b>	<b>6</b>

## The diploma points matrix

		Theory of knowledge					
		Excellent A	Good B	Satisfactory C	Mediocre D	Elementary E	Not submitted
Extended essay	Excellent A	3	3	2	2	1	N
	Good B	3	2	1	1	0	N
	Satisfactory C	2	1	1	0	0	N
	Mediocre D	2	1	0	0	0	N
	Elementary E	1	0	0	0	Failing condition	N
	Not submitted	N	N	N	N	N	N

### Reflections of an Extended Essay Examiner

- The success of an Extended Essay is shaped largely during the preparatory stages. Major weaknesses, such as broad topics, lack of focus, and vague research questions, can be traced directly to the research phase.  
The iceberg analogy illustrates clearly the importance of the analysis/research/experimentation that underpins the completed essay. Since the initial work is so crucial, consider following the steps outlined below as you prepare your Extended Essay.
- Select a subject in which you have an interest, preferably one of your diploma subjects.
- Read the assessment criteria in The Extended Essay Guide and focus on the interpretation of the criteria that is relevant to your subject.
- Meet your supervisor to discuss your choice of subject and to map out a schedule.
- Draw up a list of research topics that interest you.
- Discuss the topics with your supervisor and then decide on one.
- Read about your topic and narrow it to several challenging issues or problems.

- Select one issue or problem as the focus for your essay.
- Formulate a precise and challenging research question or a hypothesis.
- Undertake your analysis/research/experimentation using primary and secondary sources.
- Shape the structure of your answer by creating a series of detailed outlines.
- Rough out the complete essay from title page to bibliography.
- Revise and edit the rough draft carefully.
- Reread the assessment criteria to ensure that your draft addresses all of them.
- Remember that an Extended Essay has a central thesis, argument or point of view.

## **Extended Essay Checklist**

<b>1</b>	<b>Is the essay within the limit of 4,000 words?</b>	
<b>2</b>	<b>Is there a Table of Contents page?</b>	
<b>3</b>	<b>Are all pages numbered?</b>	
<b>4</b>	<b>Are all diagrams, charts and graphs indexed and labeled and sources referenced where applicable?</b>	
<b>5</b>	<b>Are all necessary terms defined / explained?</b>	
<b>6</b>	<b>Are all references cited consistently and correctly, both in the body of the essay as well as in the Works Cited page?</b>	
<b>7</b>	<b>Does the Works Cited page include all and only the works of reference you have consulted?</b>	
<b>8</b>	<b>Does the Works Cited page specify the author's title, date of publication and publisher in every reference? If it is a website, have you specified, the date on which it was accessed?</b>	
<b>9</b>	<b>Does the Appendix contain only relevant information?</b>	
<b>10</b>	<b>Are all references to any Appendix cross-referenced and labeled?</b>	
<b>11</b>	<b>Is your research question/thesis reflected in the title of your EE?</b>	
<b>12</b>	<b>Is your research question/thesis stated clearly in your introduction?</b>	
<b>13</b>	<b>Is your research question/thesis stated clearly in your conclusion?</b>	
<b>14</b>	<b>Does your Conclusion address unresolved questions or any new questions that have emerged?</b>	

## **EE Submission Guidelines**

- 1. Each student must submit THREE copies of his/her completed essay to their faculty mentor by December Last Week. One copy will be kept by the supervisor, one will be kept with the coordinator and one will be submitted to IB for grading.**
- 2. EACH ESSAY SHOULD HAVE THE STUDENT'S NAME AND IB NUMBER PRINTED AT THE BOTTOM OF EACH PAGE OF THE ESSAY. Use the header/footer on your computer.**
- 3. THE COPY SENT TO IB WILL BE ENCLOSED WITH A COVER SHEET, SUPPLIED BY THE supervisor. EACH ESSAY COVER SHEET MUST BE COMPLETED NEATLY AND IN BLACK INK.**
- 4. EACH COVER SHEET MUST INCLUDE THE TITLE OF THE ESSAY AND SHOULD BE SIGNED AND DATED BY THE STUDENT.**

**GATEWAY INTERNATIONAL SCHOOL**

**Extended Essay Contract**

**Name:** .....

**Essay Subject:** .....

**I have read and understood the regulations and guidelines for the International Baccalaureate Extended Essay; I will adhere to the regulations and guidelines and the deadlines prescribed in the calendar. I will contact my faculty mentor and IB Coordinator should there be any modifications in the above-indicated information. I understand that I must complete the Extended Essay to complete the Diploma Program.**

**Student Name:** .....

**Student Signature:** .....

**I have read and understood the regulations and guidelines for the International Baccalaureate Extended Essay; I will offer my parental support to see that my child adheres to the regulations and guidelines and the deadlines prescribed in the calendar. I understand that students must complete the Extended Essay to complete the Diploma Program.**

**Parent Name:** .....

**Parent Signature:** .....

**Date of Submission:** .....

# GATEWAY INTERNATIONAL SCHOOL

## Extended Essay Proposal Form

All students must provide a proposal for their Extended Essay. It is recommended that the proposal should be in a subject area that they study. It is recommended that students choose their stronger subjects (their higher-level subjects). It is also recommended that students approach subject teachers about the validity of their proposals before completing this form. Students should complete both sections below in full indicating the subject area, the supervisor and the possible title with a brief rationale explaining what is to be researched and why.

**Student Name** .....

**Subject**.....

**Topic**.....

**Research Question**

**Rationale:** Rationale (please attach): (1) the paper's title, (2) a statement of approximately 250 words explaining the general value of the topic (why it is important, what can be gained from studying it, and what personal interest in the subject is), and (3) a follow-up paragraph of approximately the same length that describes the specific attributes of your subject. This second paragraph should conclude with the central question that the paper will address.

Supervisor's name: \_\_\_\_\_

Supervisor's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Date \_\_\_\_\_

Copies to

Extended essay supervisor

**EE Coordinator**

**THE EXTENDED ESSAY ANNOTATED BIBLIOGRAPHY  
&PRELIMINARY OUTLINE**

**Student Name:** .....

**Extended Essay Supervisor:** .....

**Date of Submission**.....

**Subject:** .....

**Topic:** .....

**Title:** .....

**Please attach a typed copy of annotated bibliography and preliminary outline to this sheet.**

**Annotated Bibliography (To be completed by supervisor)**

**Is annotated bibliography detailed and sufficient for the proposed essay?**

## EE STUDENT SUPERVISOR MEETING REPORT

Use the following form to keep track of the meetings with your faculty mentor, questions you wish to raise, and tasks you need to complete. At each meeting ask your mentor to sign and indicate how many minutes he or she has spent with you. Please note that IBO states that the amount of support given by the supervisor should not total more than 5 hours.

<b>Date</b> <b>Time spent</b>	<b>Focus of meeting</b>	<b>Agreed outcomes of the meeting</b>
	<b>Further actions &amp; responsibility</b>	<b>Outstanding questions &amp; responsibilities:</b>
	<b>Supervisor's signature</b>	<b>Student Signature</b>

## **THE EXTENDED ESSAY FIRST DRAFT**

**Student Name:** .....

**Extended Essay Supervisor:** .....

**Date of submission:** .....

**Subject:** .....

**Topic:** .....

**Title:** .....

Please attach a typed copy of the first draft to this sheet. First Draft (To be completed by supervisor)

The first draft shows evidence of research and investigation into the topic. Use the grading criteria to rank the students work. Please return to the IB Coordinator.

**Grade Criteria:**

- A. Student has turned in a first draft with several sources reflecting a wide range of references, which enabled them to write a thorough, analytical paper.
- B. Student has turned in a first draft with several sources reflecting a wide range of references, which enabled them to write a good paper.
- C. Student has turned in an acceptable first draft with several sources, but does not analyze the topic and does not have a range of sources reflecting a wide range body of research to thoroughly explore the topic.
- D. Student has turned in an inadequate first draft with few or unacceptable sources.
- E. Student has not turned in the first draft with acceptable sources.

**THE EXTENDED ESSAY FINAL DRAFT**

**Student Name:** .....

**Student Supervisor:** .....

**Date of Submission:** .....

**Subject:** .....

**Title:** .....

## **EXTENDED ESSAY TIMELINE SESSION 2022-2023**

The following schedule is meant to help you organize the process of writing your Extended Essay into a manageable task. Taken separately, these tasks are not overwhelming. Abide by following the timeline you will have sufficient time to complete each of them.

**These deadlines therefore are meant to be met.**

<b>S. No</b>	<b>Deadlines</b>	<b>Task Description</b>
1	April 2023	Introduction to Extended Essay
2	April 2023	Allocation of teacher Supervisor First meeting with teacher supervisor to discuss extended Essay guideline/topic
3	July 2023	Topic selection and narrowing topic
4	August 2023	Proposal form submission
5	September 2023	First Rough Draft First Reflection meeting
6	October 2023	First Rough Draft Interim Reflection meeting
7	November 2023	Submission of the final draft
8	November 2023	Submission of Final Essay
9	December 2023	Final reflection / Viva-voce

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