



**EE HANDBOOK FOR  
STUDENTS OF LEON  
KRUCZKOWSKI  
SECONDARY SCHOOL  
IN TYCHY, POLAND**



**Dear IB DP students,  
We are very happy that we can be a part of the IB community. At this stage you already know that one of the tasks that are ahead of you is writing an Extended Essay. We know you are a bit worried about it, but we want to assure you that you will be supported at every single stage of your EE journey. However, before we start, here is what you need to know :-)**

# THE EXTENDED ESSAY AT A GLANCE (AS DESCRIBED ON IB WEBSITE):

The extended essay is an in-depth study of a focused topic chosen from the list of available Diploma Programme subjects for the session in question. This is normally one of the student's six chosen subjects for those taking the IB diploma, or a subject that a course student has a background in. It is intended to promote academic research and writing skills, providing students with an opportunity to engage in personal research in a topic of their own choice, under the guidance of a supervisor (an appropriately qualified member of staff within the school). This leads to a major piece of formally presented, structured writing, in which ideas and findings are communicated in a reasoned and coherent manner, appropriate to the subject chosen. It is mandatory that all students undertake three reflection sessions with their supervisor, which includes a short, concluding interview, or viva voce, with their supervisor following the completion of the extended essay. An assessment of this reflection process is made under criterion E (Engagement) using the Reflections on planning and progress form.

The extended essay is assessed against common criteria, interpreted in ways appropriate to each subject.



# FEATURES OF THE EXTENDED ESSAY

- The extended essay is compulsory for all students taking the Diploma Programme and is an option for course students.
- A student must achieve a D grade or higher to be awarded the Diploma.
- The extended essay is externally assessed and, in combination with the grade for theory of knowledge, contributes up to three points to the total score for the IB Diploma.
- The extended essay process helps prepare students for success at university and in other pathways beyond the Diploma Programme.
- When choosing a subject for the extended essay, students must consult the list of available Diploma Programme subjects published in the Diploma Programme Assessment procedures for the session in question.
- The extended essay 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 containing no more than 4,000 words accompanied by a reflection form of no more than 500 words.
- It is the result of approximately 40 hours of work by the student.
- Students are supported by a supervision process recommended to be 3-5 hours, 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.

[www.ibo.org](http://www.ibo.org)

**All the above is what you can read on the IB website.**

**And what about EE in practical terms?  
Look at FAQs we prepared for you:**

**Does everybody need to write their EE?**

Yes. Extended Essay is a piece of academic paper written by every IB student.

**Will anybody help me?**

To some extent. The EE work is supervised by a teacher-supervisor (throughout the cycle there are 5 hours of supervision altogether), but in general EE is a piece of INDIVIDUAL writing.

**What do I need to do to write it well?**

The paper must be based on in-depth research.

**How long should it be?**

It counts up to 4000 words.

**Will it take me much time?**

It is estimated that it takes 40 hours of work.

**What are the marks for EE?**

EE mark is expressed in letters (A-E), where E is fail. The mark is given for two documents - EE itself ( 28 points) and a document called RPPF (Reflections on planning and progress form - 6 points). Look here:

[https://xmltwo.ibo.org/publications/Assess\\_pro/forms/2018/EE\\_RPPF\\_en.pdf](https://xmltwo.ibo.org/publications/Assess_pro/forms/2018/EE_RPPF_en.pdf)

## What elements are assessed?

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"><li>• Topic</li><li>• Research question</li><li>• Methodology</li></ul>	<ul style="list-style-type: none"><li>• Context</li><li>• Subject-specific terminology and concepts</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>
Marks	Marks	Marks	Marks	Marks
6	6	12	4	6

Total marks available: 34

## What should my EE consist of?

The structure of the essay is very important. It helps students to organize the argument, making the best use of the evidence collected.

There are six required elements of the final work to be submitted. More details about each element are given in the "Presentation" section on the IB website. Please note that the order in which these elements are presented here is not necessarily the order in which they should be written.

Six required elements of the extended essay:

1. Title page
2. Contents page
3. Introduction
4. Body of the essay
5. Conclusion
6. References and bibliography

## What are topic, title and research question?

It is important that students understand the distinction between the terms **topic**, **title** and **research question**.

The **topic** of the extended essay is the subject, issue or theme that you are investigating within a specific DP subject or world studies area of study. The topic, which develops during the initial thinking about the EE, should later be reflected in the wording of the title.

The **title** of the EE is a clear, summative statement that specifically focuses on the topic being researched. It appears on the title page. A title should:

- be short, descriptive and succinct
- not be phrased as a question
- use key words that connect with the topic and the DP subject or world studies area of study
- attract the interest of the reader.

The **research question** derives from the title and is expressed as a question that is intended to be answered through researching and writing the EE. It appears on the title page and could also be visible as a header throughout the essay. It should:

- be clear and focused
- provide a path through which you can undertake achievable research
- use key words that connect with the topic, the title, and the DP subject or world studies area of study
- support the development of an argument.

# How important is my EE mark for my diploma?

If you fail it (get an E), you don't get your diploma. For other options, look here:



## 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).



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## Is there anything else I should know?

Research practices when working on an extended essay must reflect the principles of **academic integrity**. The essay must provide the reader with the precise sources of quotations, ideas and points of view through accurate citations, which may be in-text or footnotes, and full references listed in the bibliography, which, regardless of the system used, must ensure the minimum requirements.

Producing accurate references and a bibliography is a skill that students should be seeking to refine as part of the extended essay writing process. Documenting the research in this way is vital: it allows readers to evaluate the evidence for themselves, and it shows the student's understanding of the importance of the sources used.

**Failure to comply with this requirement will be viewed as academic misconduct and will, therefore, be treated as a potential breach of IB regulations.**

For further information, see Academic integrity and Effective citing and referencing.

Remember! EE is entirely your work. If the supervisor has any doubts about its authenticity, they will not submit it to IB, which results in you not getting the diploma.

# EE CALENDAR FOR STUDENTS OF OUR SCHOOL

## Pre-DP 2

Introduction - we will present you with basic info; we will organize meetings at our local library (Mediateka) concerning available resources

## DP 1

**September/October** - you will have classes with our school librarian or a coordinator on academic integrity, also some workshops on academic writing, citation styles etc.

**March** - choice of subjects / back-up subjects

**April/May/June** - regular meetings with supervisors of a choice (First reflection session in your RPPF)

## DP 2

**September/October** - final decisions about subjects (uploading them to IBIS), first draft

**October-January** - regular meetings with supervisors (Interim reflection in your RPPF -preferably **December** )

**February** - viva voce (Final reflection in your RPPF)

**March (the beginning)** - final submission

**March (second half)** - viva week (presenting EEs combined with the school event called Science Festival).



# HOW ARE SUPERVISORS DESIGNATED?

First and foremost, we believe it's better if you first think of a **subject** you want to write your EE in, not a **supervising teacher**. That's why in February/March DP1 your IBDP coordinator will ask you about the subjects of your choice (both primary and a back-up subject alternatively).

Then they will try to match students with their potential supervisors, bearing in mind that one teacher can supervise up to 3 EEs of a particular cohort. If there are more students who want to be supervised by a particular teacher, the **criteria of a subject grade and subject engagement will be applied**.

However, no worries! Everybody will be assigned their supervisor.

All our IB teachers are knowledgeable and competent to guide you through the writing process.



**But first and foremost, don't worry. Writing your EE may be fun if you choose your subject and topic wisely :-)**

**Good luck!**

**For more information visit:**

**<https://www.ibo.org/programmes/diploma-programme/curriculum/dp-core/extended-essay/>**

**or talk to your school IB DP coordinator.**

