



***Lexington High School  
Extended Essay Guide  
For  
Supervisors***





**Dear IB Extended Essay Supervisor:**

Thank you for generously volunteering to be an IB Extended Essay supervisor. Our IB Candidates are fortunate to have your subject area expertise to assist them as they travel through the process of creating their Extended Essay (EE) requirement.

The EE introduces students to independent, scholarly research. The essay is based on a topic of the student's choice, chosen from one of the six IB subject areas. The EE is written outside of the classroom on a student's own time. Lexington High School students begin the EE process in the spring of their junior year and submit their essays at the end of the first semester of their senior year. Each EE student will proactively obtain a LHS teacher to mentor and guide him/her during the months spent researching and writing. The EE is excellent preparation for assignments students can expect in the next stages of their academic career.

This guide provides a basic overview of the supervisor's role in the EE process. It is adapted from the International Baccalaureate Organization's *Extended Essay Guide*, which can be found on the Google Drive as well as from EE materials from other IB schools experienced in EE coordination. This guide should be used in conjunction with the Extended Essay Student Handbook and the IBO's *Extended Essay Guide*, which contains subject-specific information. The EE Student Handbook will be distributed to all EE students and a digital version also will be available in the IB Teacher Support Materials folder on the Google Drive.

If you choose to supervise an EE candidate, I will meet with you to review the subject-specific requirements for the EE. At any time, feel free to contact me if you need clarification or if you have concerns relating to the Extended Essay.

I thank you for once again using your talents and gifts to benefit the students of Lexington High School.

Sincerely,

Carla Neeley

*Extended Essay Coordinator*  
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## IB SUPERVISOR EXPECTATIONS:

The Supervisor will need to spend between 3-6 hours with their Candidate during the course of the EE development

The Supervisor will provide advice, guidance and support for the Candidate in the following areas:

- Development of a research Question that the Candidate can thoroughly address in an essay of approximately 4000 words
- Assist the Candidate on where to locate appropriate research materials for his EE
- Assist the Candidate in the organizing and writing of the EE according to the subject guide for his individual area (These guides are located in the Learning Commons)
- The Supervisor will submit to the EE Coordinator the following materials:
  1. Sign the choice of research question form (student will bring this to you)
  2. Read and comment upon one completed draft of the EE (you cannot edit it)
  3. Submit a predicted grade for the student (early April of student's senior year)
  4. Conduct with EE coordinator a viva voce exit interview
  5. Sign the final submitted EE and write a brief supervisor's report

What documents will I need as an Extended Essay Supervisor?

- Extended Essay Guide: available in the IB Teacher Resources folder on the T-drive
- Assessment Criteria: both general and subject-specific to your subject – available in the *Extended Essay Guide* (see above)
- Examples of good quality subject-specific EEs: available on the T-drive and through the On-line Curriculum Center (also known as the OCC)

What should an EE Supervisor not do?

- Should not write the EE for the student
- Should not *edit* student EE draft
- Should not allow students to choose a research topic that is not appropriate for the EE format
- Should not allow the student to slide without working on his/her EE

What are the deadlines the student has to meet?

### **Junior Year**

- Read this EE Handbook, Complete *Initial EE Sheet* and Read *Extended Essay Guide* prior to asking Faculty Member to be Supervisor
- EE Topic and Supervisor Choice Due to EE Coordinator/IB Coordinator: *Mid-February*
- Initial Check-In Meeting with Supervisor: *By End of February*
- Plan of Research Submitted to Supervisor: *By End of April*
- Outline/Abbreviated Draft with Annotated Bibliography due to Supervisor: *By End of May-Beginning of June*

### **Senior Year**

- Mandatory Check-In with Supervisor: *By Mid-September*
- First Rough Draft Due to Supervisors: *By End of September*

- Check-In Meeting with Supervisor: *By Early November*
- Final Draft Due to Supervisors: *By Mid-December*
- Final Copy Due to EE Coordinator/IB Coordinator: *By Mid-January*
- EE Guidebook returned to EE Coordinator: *By Mid-January*
- Predicted Grades for EE due to IB Coordinator & IBO: *Early April*

### What if the student does not meet these deadlines?

- Speak to the student and the EE Coordinator
- Be specific as to what you expect from the student and when you expect it
- Remind student that not meeting deadlines makes the EE more difficult to complete and threatens chance for earning an IB Diploma

### What if the student is in danger of not achieving the minimum grade needed for the EE?

- Speak to the student and the EE Coordinator
- Be specific as to what you expect from the student and when you expect it
- Help the student to make a detailed plan about how to meet the requirements

### How are the Extended Essays graded?

- Schools (supervisors) provide predicted grades for each EE.
- External examiners from around the world grade the EEs using the Assessment Criteria detailed in the *Extended Essay Guide* on the T-drive (IB Teacher Support Materials folder).
- The Assessment Criteria are provided in the *Extended Essay Guide* – the maximum score is 36.
- The score is used to award the EE a grade from A to E.
- Significant discrepancies between a predicted grade and an externally assessed grade will mean that the EE gets re-examined for moderation.
- Assessment bands for EE  
The bands for the criteria are:

Points earned	Rubric Assessment Descriptor	Letter Grade
30 – 36	Excellent	A
25 – 29	Good	B
19 – 24	Satisfactory	C
9 – 16	Mediocre	D
0 – 8	Elementary	E

### How does the EE contribute to the IB Diploma candidates final point score?

- Grade given for the student’s EE are combined with his/her grade for the Theory of Knowledge (ToK) course.
- Grade equivalents are as follows: A = Excellent, B = Good, C = Satisfactory, D = Mediocre, E = Elementary, and N = Not Submitted.
- A maximum of 3 points are awarded according to a student’s combined performance in both EE and ToK.
- Failure to submit an EE means the student will fail to receive an IB Diploma.
- Earning a grade E for the EE and a grade E for ToK is also a failing condition for the IB Diploma.

## 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 point 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).

What is the role of the EE Coordinator in the EE?

- Role is to support faculty and students in the process and to help all parties to understand the requirements and procedures
- Help make the EE a positive experience

What is the viva voce?

- Once the students have completed their EEs, they conclude their EE experience with an exit interview (*viva voce*). This interview lasts approximately 10 minutes and takes place with the EE supervisor and EE coordinator.
- The purpose of the interview is to:
  - Check for plagiarism
  - Provide the students with an opportunity to reflect on their EE experiences
  - To help the supervisor construct the supervisor's report