**EXTENDED ESSAY DEADLINES – MAY 2019 DIPLOMA CANDIDATES**

**Important notes:**

1. Each Diploma Programme candidate must follow all IB and ISG guidelines regarding the writing of the Extended Essay, especially those regarding academic honesty. Students should refer to the file “Extended Essay Contract – May 2019 Diploma Candidates.”
2. Please note that in addition to the **three mandatory formal reflection sessions** indicated below, which must be recorded in the **Reflections on Planning and Progress Form (RPPF)**, the student will have several “check-in” sessions, of varying length (some may be as short as 10 minutes), to discuss progress of the EE. Students may want to keep track of these check-in sessions in their **Researcher’s Reflection Space (RRS)**, but they are not required to record them on the RPPF.
3. Students should expect to spend approximately 40 hours on their Extended Essays.
4. The EE Supervisor will spend between 3-5 hours with the student, including time on the three mandatory reflection sessions and any additional “check-in” sessions.
5. The IB assesses the EE *formatively* (by the RPPF) and *summative* (the essay itself). Both the essay and the RPPF must be submitted to the IB for assessment.

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| BY THIS DATE: | ACTION: |
| 14 November 2017 | Presentation by the IB DP coordinator about the EE, expectations, structure, process, deadlines, and criteria. |
| 4 December 2017 | Student turns in a signed copy of EE contract, with proposed subject request, to the IB DP coordinator. |
| 13 December 2017 | IB DP coordinator confirms choice of subject with student and appoints EE supervisor. |
| 16 February 2018 | **(#1) Initial Reflection Session completed.** |
| 23 February 2018 | Student completes comments about Initial Reflection Session on the Reflections on Planning and Progress Form (RPPF). EE supervisor signs and dates the RPPF. |
| 18 May 2018 | **(#2) Interim Reflection Session completed.** |
| 25 May 2018 | Student completes comments about Interim Reflection Session on the Reflections on Planning and Progress Form (RPPF). EE supervisor signs and dates the RPPF.  EE supervisor also updates IB DP coordinator about student’s progress:  *How is the student using the RRS to organize work? Has the student updated the RPPF following the first two formal mandatory reflection sessions? Are there any issues that need to be addressed?*  EE supervisor then sends written report on student’s progress to parents. |
| **3 September 2018**  **8:20 am** | **FIRST DAY OF SCHOOL – EE First FULL Draft**  **By 8:20 am, an electronic copy (Word or pdf only) of the first full draft of the EE must be emailed to the IB DP coordinator, in CC to the EE Supervisor.** |
| 11 September 2018 | EE supervisor provides student with written feedback on first full draft of the EE. |
| 14 September 2018 | First draft “check-in” session. EE supervisor meets with student to review the supervisor’s written feedback on first full draft of the EE. |
| 15 – 19 October 2018 | No homework, quizzes, tests, projects or other may be given in any class in the week before the final EE is due. |
| **22 OCTOBER 2018**  **8:20 am** | **EE FINAL PAPER**  **By 8:20 am, an electronic copy (Word or pdf only) of the FINAL VERSION of the EE must be emailed to the IB DP coordinator, in CC to the EE Supervisor, as well as uploaded to the EE Supervisor’s Turnitin account.** |
| 26 October 2018 | **(#3) Final Reflection Session – *viva voce* (concluding interview).**  (The *viva voce* must take place after submission of the final EE.) |
| 5 November 2018 | Student completes comments about the Final Reflection Session (*viva voce*) on the Reflections on Planning and Progress Form (RPPF). EE supervisor signs and dates the RPPF. |
| 8 November 2018 | The EE supervisor completes the EE supervisor comments on the RPPF and submits the completed RPPF to the IB DP coordinator. |