## Protocols for completing and submitting the *Reflections* on planning and progress form

Completing the *Reflections on planning and progress form* (RPPF) is a requirement for the submission of the extended essay. It plays an important role in the assessment of the final essay and of the student's engagement with the process of independent research. The following is offered as guidance for the completion and submission of the form.

Diploma Programme/extended essay coordinators, with the support of their school leadership team, must determine a system for the administration of the RPPF that ensures that both students and supervisors have access to it in order to complete the required summative comments. This system also needs to ensure the integrity of the form.



The following steps are offered as guidance:



1	Initial reflection session takes place.
2	Student is given a fixed time period in which to complete their first reflection comment. This time period should be short in order to authentically reflect the discussion that has taken place.
3	Supervisor date stamps and signs to authenticate the student comment. If the forms are stored electronically an electronic signature is permissible.
4	Interim reflection session takes place.
5	Student is given a fixed time period in which to complete their second reflection comment. This time period should be short in order to authentically reflect the discussion that has taken place.
6	Supervisor date stamps and signs to authenticate the student comment. If the forms are stored electronically an electronic signature is permissible.
7	Student submits to the supervisor the completed, final version of their extended essay, ready for submission to the IB. Once this is done, the essay is no longer available to the students and no changes are permitted. The supervisor is responsible for ensuring that no changes are made after that point if the school allows candidate uploads.
8	The supervisor reads the essay and then arranges for the final reflection session, the <i>viva voce</i> , to take place.
9	The viva voce takes place.
10	Students complete their RPPF by adding their final summative comments, sign and date the form before passing it to their supervisor.
11	The supervisor uploads the form on behalf of the student into the e-coursework system and adds their summative comment.
12	The supervisor then submits both the mandatory items—the essay and the RPPF—to the IB for assessment as one portfolio.

A blank or unsubmitted RPPF will score a 0 for criterion E.



## An important note:

Once students have written their reflection and this has been signed and dated by their supervisor they must not make changes to these comments. Examiners want to see the progression of ideas through the three reflection comments and if students make amendments at a later stage of the process this will undermine the authenticity of their experiences and affect the way in which examiners apply criterion E.

