

B7.1 Current guide

The information given in this section of the handbook must be read in conjunction with the *Extended essay guide* and the Diploma Programme *Coordinator's notes*.

May and November 2015 examination sessions	
Title of publication	Date of issue
<i>Extended essay guide</i>	December 2010 (For first examinations May 2013)

B7.2 Summary of latest arrival dates

Action	Session	To	Latest arrival date	Method/forms
Submit extended essays for assessment	May 2015/ November 2015	Address given on IBIS	15 March 2015/ 15 September 2015	Candidate checklist and completed cover sheet
Submit predicted grades	May 2015/ November 2015	IB Assessment Centre	10 April 2015/10 October 2015	IBIS

B7.3 Regulations

May and November 2015

The following regulations have been withdrawn:

A school supported self-taught candidate for language A: literature is not permitted to register for an extended essay in that language.

The restriction on six-month retake candidates having to register for the same subject.

The following regulations apply.

- Only candidates registered under the diploma, course or retake categories may submit an extended essay.
- Retake candidates wishing to improve the grade for their extended essay may submit either a revised or a new extended essay.
- If a diploma candidate's registration is changed to "Withdrawn" from the extended essay requirement, regardless of whether the candidate is withdrawn from other subjects, this results in a change of category from diploma to course.
- An extended essay submitted for assessment in a subject and/or response language for which it is not registered may not be assessed.
- It is the school's responsibility to ensure that each candidate submitting an extended essay is supervised by a teacher at the school with appropriate qualifications and/

or experience in the subject chosen by the candidate. A candidate must have one supervisor only. It is not permitted for a relative of the candidate to undertake the role of the supervisor.

- The total number of supervision hours must not exceed five hours.
- All supervisors must be familiar with the extended essay requirement for the Diploma Programme and their responsibilities for guiding candidates on the preparation and writing of an extended essay. Both supervisors and diploma candidates must have access to the relevant sections from the *Extended essay guide* (December 2010).
- In exceptional circumstances a candidate completing an extended essay may receive specialist guidance from someone outside the school (for example, in sciences and in languages) but in all cases the candidate must have a supervisor assigned to him or her who is a teacher in the school. This school supervisor must be able to give general advice on writing an extended essay and must verify the authenticity of the candidate's work. If outside guidance has been provided, the supervisor must refer to this fact in his or her supervisor's comments on the extended essay cover and include information on the nature of the guidance given and the approximate time spent on it.
- An extended essay must be submitted in one of the subjects of the Diploma Programme available for the extended essay for the session in question and must meet the criteria. (Please note that the subject availability list varies between a May and a November session.) A list of subjects in which extended essays can be submitted is available in section B7.4.
- A candidate need not submit an extended essay in a subject that has been selected as one of that candidate's six diploma subjects, subject to the approval of the coordinator. However, to help ensure that the candidate is familiar with the nature and content of a subject, it is nevertheless recommended that the candidate's choice is from one of his or her diploma subjects.
- Extended essays in a group 1 or group 2 language subject must be written in the chosen language. Extended essays in subjects from groups 3 to 6 inclusive must be written in English, French or Spanish. However, there is an exception for history and biology, which can also be written in German.
- Grade E in the extended essay and/or theory of knowledge results in no diploma being awarded. A candidate must obtain at least a grade D in both these requirements in order for a diploma to be awarded.

B7.4 Subject availability

The *Extended Essay guide* states that the supervisor is required to discuss with the candidate his or her choice of topic and, in particular, help to formulate a well-focused research question. The IB will not advise on the subject of registration for a candidate's choice of topic or on proposed research question.

B7.4.1 Group 1

Extended essays in group 1 are intended for candidate whose best language is the language A chosen for the extended essay. The candidate must indicate which category the essay relates to on the cover sheet (category 1, category 2 or category 3).

A candidate's choice of a group 1 extended essay must be from the list of available language A: literature or language A: language and literature for the session concerned. If a school has submitted a special request for a language A: literature subject 18 months before the written examinations and this has been authorized as a taught subject, candidates in that school are automatically permitted to register for an extended essay in that language as a group 1 extended essay; there is no need to submit a separate extended essay special request form via IBIS.

If a school has a candidate who wishes to submit an extended essay in a language A: literature subject for which the school has not submitted a special request, it is necessary to submit the appropriate form via IBIS under the **Subject** tab followed by **Advance notice requirements**. On receipt of this completed form the IB Assessment Centre will decide whether an extended essay can be submitted in the group 1 language concerned. The decision will be based on whether the language has been requested by another school and whether an examiner for that language is available to mark the extended essay. The IB cannot guarantee that a candidate will be able to submit an extended essay in a special request language. It is therefore recommended that the candidate consider an alternative subject for his or her extended essay.

B7.4.2 Group 2

Extended essays in group 2 languages are for learners of a second or an additional language. A candidate is not permitted to submit a group 2 extended essay in the language A that is his or her chosen group 1 subject. The candidate must indicate which category the essay relates to on the cover sheet (category 1, category 2 or category 3).

The list of languages available for group 2 extended essays matches the combined list of available languages B and languages ab initio for May and November. There is no special request service for group 2 languages.

Classical Greek or Latin is available in English and Spanish as the response language for either the May or November session. If a candidate wishes to write his or her classical Greek or Latin extended essay in French, the coordinator must obtain permission from the IB by **15 November/15 May** 18 months before the written examinations. An option to submit this as a special request is available on IBIS.

B7.4.3 Groups 3 to 6

For all subjects listed in the table below the extended essay can be written in English, French or Spanish for examination sessions in 2014 and 2015. Biology and history can be written in English, French, Spanish or German.

Biology Business and management Chemistry Computer science Dance Design technology Economics Environmental systems and societies Film Geography History Human rights Information technology in a global society Literature and performance	Mathematics Music Peace and conflict studies Philosophy Physics Politics Psychology Social and cultural anthropology Sports, exercise and health science Theatre Visual arts World religions World studies (see)
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B7.4.4 World studies

World studies is available as a subject for an extended essay in English, French or Spanish. When registering a candidate for a world studies extended essay, please indicate the global theme the candidate has chosen. The themes are as follows.

1. Science, technology and society
2. Culture, language and identity
3. Conflict, peace and security
4. Equality and inequality
5. Health and development
6. Environmental and/or economic sustainability

At the time of registration, candidates will need to decide on the global theme that best reflects what their essay will be based on. The theme should also be stated on the front of the cover sheet, along with the research question.

From May 2015 onwards, amendment fees and rules, as outlined in section A6, will apply to registration changes between world studies themes after the first registration deadline of **15 November/15 May**. Therefore, coordinators/supervisors must ensure that candidates identify the area of focus for their world studies extended essay prior to registration.

From May 2015 onwards coordinators are encouraged to use the *Reflections on Planning and Progress* form, available on the extended essay page of the OCC. The form was made available to schools in 2014 to support the extended essay supervision process. Coordinators are encouraged to implement this process that will become compulsory from the May 2018 examination session. This documented process will explicitly address a new criterion, which replaces the existing *holistic judgment* criterion (criterion K), and will be assessed by the examiner.

B7.4.5 Change of subject

If a candidate submits an extended essay in a subject or response language that is not the subject/response language for which it was registered, contact IB Answers by email for advice. Do not send the essay to an examiner for the “new” subject/response language, even if there appears to be an appropriate examiner on IBIS screen for examiner notification.

From May 2015 onwards, amendment fees and rules, as outlined in section A6, will apply to registration changes between world studies themes after the first registration deadline of **15 November/15 January**. Therefore, coordinators/supervisors must ensure that candidates identify the area of focus for their world studies extended essay prior to registration.

B7.5 Completion of the extended essay cover

All extended essays must be submitted to the examiner with the cover completed and signed by the candidate and by the candidate’s supervisor. If either the candidate or the supervisor does not sign the extended essay cover, it will not be accepted for assessment and may be returned to the school.

Both the candidate and the supervisor must complete the cover in the same language as the extended essay. This includes all languages for extended essays in group 1 and group 2.

Candidates must ensure the submitted essay is secured within the IB extended essay cover so that its pages can be easily removed and photocopied. The IB extended essay cover must be used; no additional cover is acceptable (for example, leather bound). Although it is appreciated that many candidates will take pride in the presentation of their extended essay, no additional marks will be awarded for binding the extended essay.

The candidate must indicate the category of essay being submitted, where applicable (group 1, group 2 and for the world studies theme).

B7.6 Submission of extended essays

B7.6.1 Electronic submission of extended essays

The IB is working towards the online submission of candidates' coursework, including extended essays. (This has already been achieved for theory of knowledge essays.) Therefore, from November 2015 (not May 2015) there may be a requirement for schools to upload extended essays and complete "cover sheets" online for selected subjects. If this is confirmed, an announcement will be made on IBIS.

The information given below is based on the current conventional approach to the completion and submission of extended essays.

B7.6.2 Examiner notification

The examiner notifications for extended essays are released on IBIS by **20 February/20 August**, approximately two months before the written examinations. The examiner notifications provide the name and address of each examiner allocated to the school for the marking of extended essays in each subject. (More than one examiner may be allocated to a subject if extended essays are being submitted in more than one response language.)

B7.6.3 Candidates who fail to submit an extended essay

A checklist (or attendance sheet) is available on IBIS under the menu for candidate registration. For each extended essay subject and response language, print the checklist. For any candidate who has not submitted an extended essay, regardless of the reason, write a cross in the box against his or her name. Include this checklist with the batch of available extended essays that you send to the examiner for the subject concerned.

B7.6.4 Sending extended essays to an examiner

Send each extended essay (enclosed within its cover) to the examiner to arrive no later than **15 March/15 September**. If possible, mail the extended essays by courier immediately after the examiner notifications have been received so that examiners receive their allocation of extended essays well before the deadline.

Please include the checklist mentioned in section B7.6.3 above even if all candidates have submitted an extended essay.

Coordinators must retain at least one copy of each extended essay in case an extended essay is mislaid in the post.

B7.7 Submission of predicted grades

Coordinators are required to submit a predicted grade for each candidate's extended essay. These grades must be entered on IBIS by **10 April/10 October**, approximately three weeks before the written examinations. For the extended essay the grades are on a scale of A to E, with A being the highest grade.