



**GYMNASIUM**  
**JOVAN JOVANOVIĆ ZMAJ**  
International Baccalaureate Diploma Programme

**IB EXTENDED ESSAY**  
**GUIDE**

Novi Sad, 2019

## **PURPOSE OF THIS DOCUMENT**

- The idea of this document is to be a framework guide for the preparation of Extended Essay in the course of International Baccalaureate, rather than to be a detailed instruction;
  - Students receive detailed instructions from their supervisors and EE coordinator.
- This document contains basic information on Extended Essay on the course of International Baccalaureate, as well as the information on the goals and methods of development, the role of EE coordinator, supervisors and students in the process of elaboration.
- Within the appendix, there are forms that students and selected supervisors fill in and sign before the beginning of the process itself.

### **BASIC INFORMATION ABOUT EXTENDED ESSAY IN INTERNATIONAL BACCALAUREATE**

Extended Essay in the course of International Baccalaureate belongs to subjects that form the core of the International Baccalaureate, along with Theory of Knowledge and CAS (Creativity, Activity, Service) and is required for each student attending this course.

- A student gets the final grade for the Extended Essay in combination with the assessment from the Theory of Knowledge.
  - The minimum grade required from a student for passing is 2 (D); if a student does not pass or does not submit the Extended Essay, he / she will not qualify for the International Baccalaureate Diploma.
  - The Extended Essay is written in one of the six offered subjects within the course of International Baccalaureate at Gymnasium "Jovan Jovanović Zmaj": Serbian Literature, English A: Language and Literature, Mathematics, Chemistry, Physics, and Economics.
  - The Extended Essay cannot be chosen to be taken in the courses: Biology, Theory of Knowledge, CAS.
  - Students are expected to write 4,000 words in the Extended Essay.
  - The text extending 4,000 words will not be counted.
  - Extended Essays are reviewed and evaluated by external assessors.
  - Cooperation with a supervisor requires at least three meetings.
  - In order to maximize productivity and enable the greater supervisor's commitment to students whose work has been accepted to be mentored, each teacher can supervise up to four students.

## **THE ROLE OF EXTENDED ESSAY COORDINATOR IN THE PROCESS OF WRITING THE EXTENDED ESSAY AT THE INTERNATIONAL BACCALAUREATE COURSE**

- The role of the EE Coordinator, depending on the arrangement of the activities of the course of International Baccalaureate, is taken over by one of the teachers;
- The EE coordinator presents to students and teachers the process of writing the Extended Essay, draws attention to the important elements of the Extended Essay, and introduces students with the prescribed structure, and the citation styles that students are expected to master and successfully apply in their Extended Essays;
- It is the duty of the EE Coordinator to regularly keep records of the information provided by supervisors and students writing the Extended Essay, on the progress of writing, meeting and adhering to agreed deadlines;
- The EE coordinator assists supervisors and students if there are some concerns about the process of writing the Extended Essay;

## **THE ROLE OF THE SUPERVISOR IN THE PROCESS OF WRITING THE EXTENDED ESSAY**

The supervisor is expected to assist the student in the process of writing the Extended Essay in the course of International Baccalaureate, which includes the following:

- the supervisor does not give a predetermined topic of the Extended Essay to the student, but, depending on the student's interests, together with the student, tries to determine the topic that is more adequate for achieving successful Extended Essay;
- the supervisor facilitates the student, along with the librarian, to obtain adequate secondary literature necessary for the development of a successful Extended Essay;
- the supervisor holds at least three formal consultations - recorded and submitted to the IB organization for inspection (up to 30 minutes each);
- It is possible that the supervisor holds more, informal consultations to the student but their duration should not exceed five hours, since students are expected to gain the ability to independently prepare the Extended Essay;
- The last, third formal consultations, are carried out after the work is completed and submitted for evaluation! The aim of these consultations is to conduct the interview between the supervisor and the student, and to complete the RPP form, which will also be submitted for evaluation;

- the supervisor informs the EE Coordinator about the progress made in the preparation of the student's Extended Essay and keeps a proper record of all consultations (duration, discussion topics ...)
- the supervisor is to comment on only the first version of the work that the student delivers after choosing the topic, structuring and writing the beginning of the Extended Essay;
- the supervisor must not change the work, but only write the comments and remarks, which will continue to serve as a guide for improving the work, until the conclusion of the Extended Essay;
- the supervisor checks the authenticity of the student's work in order to enable him / her to achieve the successful and valuable work that will have a significance in terms of the topic studied, and in order to prevent possible plagiarism;
- the supervisor fills in the form on the progress of the Extended Essay - Reflections on planning and progress form, together with the student, at the end of the work, after three formal consultations,.

### **THE ROLE OF THE STUDENT IN THE PROCESS OF WRITING THE EXTENDED ESSAY**

- Students are expected to choose the topic for the Extended Essay alone, in accordance with their personal interests, but in consultation with the supervisor, in order to find a topic that will best satisfy the requirements of the International Baccalaureate Course - the topic should be relevant, but it should also be aimed to enable the student to develop his / her abilities;
- Students are expected to keep a proper record of the progress of their work and report it to the supervisor and EE coordinator, so that the process of preparing the Extended Essay is planned and the research is independently carried out on the selected topic;
- In accordance with the signed agreement on the respect of the Academic Honor, the student is obliged to base his/her Extended Essay exclusively on personal research, with the help of secondary literature selected in agreement with the supervisor;
- A student is obliged to have the consultations with the supervisor at least three times;
- A student may not ask the teacher or supervisor to help him with writing the work;
- A student gets from a supervisor comments solely on one version of the paper, while it is still in progress. In accordance with the comments received, the student will strive to improve his/her work;
- It is expected from the students who will take the final exams in 2020 to choose the supervisor by the beginning of April 2019 and have the first meeting with him/her regarding the framework agreement on the preparation of the Extended Essay.
- Students are expected, prior to the third formal (viva voce) consultation with the mentoring teacher, to publish their Extended Essay on the IB electronic platform, after which any further changes are disabled and the work is evaluated together with the submitted RPP form.

## **EVALUATION OF THE EXTENDED ESSAY ON THE COURSE OF INTERNATIONAL BACCALAUREATE**

- Evaluation is performed by IB Organization, based on copies submitted by the DP and EE coordinators of the Gymnasium "Jovan Jovanovic Zmaj";
- NOTE: The Gymnasium "Jovan Jovanovic Zmaj" reserves the right to additionally check the authenticity of work, before the Extended Essay is submitted for evaluation!
- Evaluation is based on four criteria:
  - o Focus and methodology (max 6 points)
  - o Knowledge and Understanding (max 6 points)
  - o Critical thinking (max 12 points)
  - o Presentation of research (max 4 points)
  - o Engagement (max 6 points)
- Assessment descriptions as well as checklists are provided to students and supervisors, in order to provide better comprehension and supervision of the writing process.

# APPENDIX

## Statement on the Extended Essay supervision procedure and the process of writing (1 copy for the student, 1 copy for the supervisor, 1 copy for archives)

### STUDENT STATEMENT

I, \_\_\_\_\_, declare that I would like to write the Extended Essay in \_\_\_\_\_ (subject), under the supervision of the teacher \_\_\_\_\_, in the examination period \_\_\_\_\_.

By signing this statement, I confirm that I have clearly understood the terms stipulated by the IB Organization, as well as the school requirements for completing the Extended Essay in the course of International Baccalaureate. Furthermore, I confirm that I will adhere to the regulations related to academic honor, and that I understand that the supervisor has only an advisory and supervisory role in the process of writing the Extended Essay.

\_\_\_\_\_  
(Student's signature, date)

\_\_\_\_\_  
(Parent's or guardian's signature, date)

### TEACHER STATEMENT

I, \_\_\_\_\_, declare that I accept the responsibility of supervising the student \_\_\_\_\_, in the process of writing the Extended Essay in the course of International Baccalaureate in \_\_\_\_\_ (subject), in the examination period \_\_\_\_\_.

Furthermore, I declare that I am aware of the supervisory role as solely advisory.

\_\_\_\_\_  
(Supervisor's signature, date)

(L.S.)