

Class of 2026 - Extended Essay Timeline

Missing any deadline will be reflected in your A1 status by the EE Coordinator.

Useful links for Supervisors

Link to [Subject Guide](#)


*Warning Status= an email to students explaining that missing future deadlines will result in either probation or removal of DP candidacy; A1 status and mandatory O block with EE Coordinator

**Probation= immediate A1 status, one week mandatory O blocks in second floor library (apart from when HL hours are required), AND meeting with EE Coordinator and DP Coordinator

Due Date	Student To-Do List	Supervisor To-Do List
Aug. 9/10, 2024	DP Retreat- EE Information Session <ul style="list-style-type: none">• Mandatory for all students to attend	
Sept. 19-30, 2024	EE Coordinator Lesson 1 <p>During TOK classes, Ms. O'Leary will discuss:</p> <ul style="list-style-type: none">• Subject areas for EE• Guidelines to remember for all subjects• Topic Examples	
Oct. 21-24, 2024	EE Coordinator Lesson 2 <p>During TOK classes, Ms. O'Leary will discuss:</p> <ul style="list-style-type: none">• Referencing Skills• Lit Review• Research Methods	

Oct. 21-24, 2024	<p>Science EE Overview Students interested in pursuing a Science EE should attend a mandatory session about expectations and guidelines for the EE for science.</p>	
Nov. 11-15, 2024	<p>EE Coordinator Lesson 3 During TOK classes, Ms. O’Leary will discuss:</p> <ul style="list-style-type: none"> ● Generating Research Questions 	
Jan. 10?, 2025	<p>Science EE Defense Students wanting to pursue an EE in science will defend their topic idea to the science teachers. Possible second defense the following day if necessary.</p>	
Jan. 14, 2025	<p>Subject Proposal Due</p> <ul style="list-style-type: none"> ● Fill out the Google Form linked in the Toddle Calendar and upload your proposal forms <ul style="list-style-type: none"> ○ EE Coordinator will send proposals to each department for consideration ○ Those interested in World Studies EE will be presented to a committee consisting of EE coordinator, DP coordinator, Secondary Principal, and any teachers of subject areas being pursued in the EE (this process may delay finding out your EE subject area) <p>NOTE: There are three proposal forms in the document. Please fill out at least two, in case you are not accepted for your first subject area.</p> <p>Failure to comply: A1 status AND email to parents.</p>	<p>Department Meeting Subject Approval</p> <ul style="list-style-type: none"> ● In Department meeting, teachers will discuss proposals from students <ul style="list-style-type: none"> ○ Accepting proposals means that student will complete his/her EE in your subject area <ul style="list-style-type: none"> ■ Can begin working on assigning students to supervisors at this time ○ Declined proposals means students will have to write a proposal for a different subject area <p>Subject Approvals due to EE Coordinator by Jan. 31, 2025</p>

Feb. 3-7, 2025	EE Coordinator Lesson 4 During TOK classes, Ms. O’Leary will discuss: <ul style="list-style-type: none"> • Assessment Criteria 	
Feb. 12, 2025	Supervisor Assigned <ul style="list-style-type: none"> • Check Toddle to find out who your EE supervisor will be. 	Supervisor Assigned <ul style="list-style-type: none"> • Check Toddle to find out who your EE student(s) will be.
Feb. 28, 2025	Topic & Initial Research Question <ul style="list-style-type: none"> • Go to Toddle - Extended Essay page • Click “Proposal”. • Complete all sections located in Proposal (Subject, Topic, Title, Research Question, Remarks). <p>Failure to comply: A1 Status and Mandatory O block with EE Coordinator.</p>	Supervisor Tasks: <ul style="list-style-type: none"> • Complete “Before Meeting” section of this document: Check Reflection #1 on Toddle <ul style="list-style-type: none"> ○ Please do so by Feb. 20, 2024- students not approved will be added to a check in list for the EEC to follow up with each individual student.
Mar. 11, 2025	Supervisor Check-in Session #1 <ul style="list-style-type: none"> • It is your responsibility to schedule a meeting with your supervisor. Make sure to schedule it in advance of the deadline, as the deadline is for when the RPPF should be completed, NOT when the meeting should be had. • record your reflection in the Researcher’s Reflection Space onToddle <p>Failure to comply: A1 Status and Mandatory O block with EE Coordinator.</p> <p>- Email to your parents notifying them of student progress</p>	List of Guiding Questions for you to ask your student. Supervisors’ Task: Check Reflection #1 on Toddle Mark as Approved if the student's research question is approved and on the right track. Student met with you and wrote Check-in Session Reflection, Flag On-track. Did not, then flag Not Quite There.

<p>Mar. 10-14, 2025</p>	<p>EE Coordinator Lesson 5</p> <p>During TOK classes, Ms. O’Leary will discuss:</p> <ul style="list-style-type: none"> ● Next Steps- Annotated Bibliography, Prospectus, Outline ● Annotated Bibliography (due Apr. 4) <ul style="list-style-type: none"> ○ Examples ○ Expectations ● Prospectus (due Apr. 25) <ul style="list-style-type: none"> ○ What is a Prospectus? ○ How to Write a Prospectus ● Outline <ul style="list-style-type: none"> ○ Expectations ○ Structure ● Check in- Have you talked to your supervisor at all? 	
<p>Apr. 4, 2025</p>	<p>Annotated Bibliography</p> <p>You need 4 academic sources in your Annotated Bibliography. That means books, journal or database articles, or magazine/newspaper articles from credible, authoritative sources such as the New York Times, Scientific American, The Economist, etc. Of course, this is only the beginning of your bibliography/works cited, and you'll add more as you continue researching. When you have finished your AB, download it as a PDF document, then upload it to the assignment in the Toddle Researcher’s Reflection Space. Click here for more information including exemplars.</p> 	

-Upload in Toddle Researcher's Reflection Space

Failure to comply: *Warning Status (next step- Probation)

Apr. 11,
2024

First Formal Reflection Session Due (RPPF #1)

- It is your responsibility to schedule a meeting with your supervisor. Make sure to schedule it in advance of the deadline, as the deadline is for when the RPPF should be completed, NOT when the meeting should be had.
- Talk to supervisor about plan for research (prospectus)
- Recorded in Toddle (RPPF)
- Go to Toddle → Extended Essay → RPPF → Complete first reflection

Failure to comply: *Warning Status (next step- Probation)

- Email to your parents notifying them of student progress

RPPF Exemplars (These are RPPFs that scored the maximum 6 marks for Criterion E: Engagement)

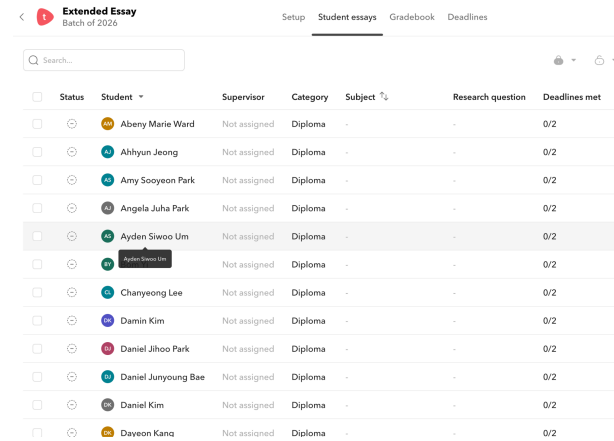
1. [Exemplar 1 \(Theater\)](#)
2. [Exemplar 2 \(Geography\)](#)
3. [Exemplar 3 \(Philosophy\)](#)

First Formal Reflection Session

- [Guiding Questions for Supervisor](#)

To approve students in Toddle:

1. Find your student's name in the Extended Essay class on Toddle:





Status	Student	Supervisor	Category	Subject	Research question	Deadlines met
<input type="checkbox"/>	Abeny Marie Ward	Not assigned	Diploma	-	-	0/2
<input type="checkbox"/>	Ahhyun Jeong	Not assigned	Diploma	-	-	0/2
<input type="checkbox"/>	Amy Sooyeon Park	Not assigned	Diploma	-	-	0/2
<input type="checkbox"/>	Angela Juha Park	Not assigned	Diploma	-	-	0/2
<input type="checkbox"/>	Ayden Siwoo Um	Not assigned	Diploma	-	-	0/2
<input type="checkbox"/>	Ayden Siwoo Um	Not assigned	Diploma	-	-	0/2
<input type="checkbox"/>	Chanyeong Lee	Not assigned	Diploma	-	-	0/2
<input type="checkbox"/>	Damin Kim	Not assigned	Diploma	-	-	0/2
<input type="checkbox"/>	Daniel Jihoo Park	Not assigned	Diploma	-	-	0/2
<input type="checkbox"/>	Daniel Junyoung Bae	Not assigned	Diploma	-	-	0/2
<input type="checkbox"/>	Daniel Kim	Not assigned	Diploma	-	-	0/2
<input type="checkbox"/>	Dayeon Kang	Not assigned	Diploma	-	-	0/2

2. In the right hand toolbar, click the dropdown menu and select "Approved" on the Status menu.

Not started
Status

To be determined
Overall progress

		<p>If a student's RQ is not ready, do not approve them. I will meet with them individually after this date to discuss options.</p>
<p>Apr. 25, 2025</p>	<p>Prospectus due</p> <ul style="list-style-type: none"> ● See this document for what a Prospectus is. ● Here is a video explaining the Prospectus. ● Here is an exemplar. ● Open this Prospectus document. ● Make a copy and name it with your name followed by Prospectus. <ul style="list-style-type: none"> ○ EX: Ali O’Leary - Prospectus ● Then upload to the Researcher’s Reflection Space and email your supervisor to let them know it is available. <p><small>Bookmark this tab</small></p> <p> Researcher's Reflection Space (RRS) Students can use this space to record reflections on what they are reading, writing and thinking. □ 💡</p> <p></p> <p>Nothing here yet!</p> <p>+ Add post</p>	<p>Supervisor Verifications</p> <p>Supervisors, please look at prospectus, taking into account these points:</p> <ul style="list-style-type: none"> ● Student’s level and ability in their subject matter ● Possibility of success with proposed EE topic ● Method student wishes to approach <p>Set up a meeting with the student if their methodology or process looks to be lacking or impossible.</p> <p>Student’s Prospectus looks promising, flag On-track.</p> <p>If you see issues or have questions about how the work will be completed, then flag Not Quite There.</p>

	<p>Failure to comply: *Warning Status OR **Probation - Email to your parents notifying them of student progress</p>	
<p>May 16, 2025</p>	<p>Outline (approximately 1,000 words) -Upload in Toddle</p> <ul style="list-style-type: none"> ● Read the “Outlining your Extended Essay” document <p>Here are some exemplars for reference</p> <ul style="list-style-type: none"> ● Exemplar #1 - Biology EE Outline ● Exemplar #2 - Business EE Outline ● Exemplar #3 - English EE Outline ● Exemplar #4 - Physics EE Outline <p>You will be sharing your outline with your Supervisor during the Supervisor Check In 2 meeting.</p> <p>Failure to comply: *Warning Status OR **Probation - Email to your parents notifying them of student progress</p>	
<p>May 23, 2025</p>	<p>Supervisor Check in 2</p> <ul style="list-style-type: none"> ● It is your responsibility to schedule a meeting with your supervisor. Make sure to schedule it in advance of the deadline, as the deadline is for when the RPPF should be completed, NOT when the meeting should be had. <p>This is an informal check with your supervisor before summer break to make sure you are prepared to begin writing. Be sure to go over these documents with your supervisor:</p> <ul style="list-style-type: none"> - Annotated Bibliography - Outline (approx. 1,000 words) 	<p>Supervisor Check in 2</p> <ul style="list-style-type: none"> ● Give students feedback on their Annotated Bibliographies and their Outlines in Toddle <ul style="list-style-type: none"> ○ Go to the Reflection Notes and Access the Post for Annotated Bibliography.

If marked concern by the supervisor, the student will have a mandatory O block meeting with the EE coordinator and DP coordinator, where it will be determined if the student should be placed on Official Probation. Parents notified of findings.

- Discuss with the student what their next steps are for the summer and how they plan to achieve these steps.

Mark as “on track” or “Not Quite There”

Use Summer Vacation to write your First Draft

Aug. ____, 2025

Probation Check In

Students who are on probation need to submit 1,600 words to supervisors and meet with DP coordinator/EE coordinator to make sure they are on track.

Aug. ____, 2025

Interim Reflection with Supervisor/Write reflection in RPPF #2

- It is your responsibility to schedule a meeting with your

Interim Reflection with Supervisor

- Students will schedule a meeting with you to

	<p>supervisor. Make sure to schedule it in advance of the deadline, as the deadline is for when the RPPF should be completed, NOT when the meeting should be had.</p> <ul style="list-style-type: none"> Recorded in Toddle (RPPF) Go to Toddle → Extended Essay → Planning and Progress Form → Complete second reflection <p>Failure to comply: *Warning Status (next step, removal of DP candidacy) - Phone call to your parents notifying them of student progress</p> <p>RPPF Exemplars (These are RPPFs that scored the maximum 6 marks for Criterion E: Engagement)</p> <ol style="list-style-type: none"> Exemplar 1 (Theater) Exemplar 2 (Geography) Exemplar 3 (Philosophy) 	<p>discuss their progress so far.</p> <ul style="list-style-type: none"> You will find reflection questions to ask the students in the document “Interim Reflection Session” Here’s a video from the IB that goes over the reflection session. <p>After the deadline, you will go into Toddle and flag them “On track” if they’ve met with you and written their reflection and “Not Quite There” if they have not.</p> <p>The EE coordinator will follow up with students who are of concern.</p>
<p>Aug.____, 2025</p>	<p>Rough Draft Check/Supervisor Check in 3 (Approx 2000 words)</p> <p>-Upload in Toddle (in The Reflection Notes) -Guidelines for Rough Draft</p> <p>Failure to comply: **Probation - Parents meeting scheduled</p> <p>Checklist- Make sure your rough draft includes the following: - Title Page (RQ, Subject, Area of Study - World Studies</p>	<p>Supervisor Check in 3</p> <p>Make sure you are able to access the student’s rough draft through Toddle (Documents or Calendar)</p> <p>Check that student’s writing is focused on his or her topic Mark in Toddle if student is “On Track” or “Not Quite There”</p>

	<p>ONLY-, Word Count)</p> <ul style="list-style-type: none"> - Table of Contents - Correctly formatted in-text citations - Works Cited page 	
Oct.____, 2025	<p>First Draft (Approx 3000 words) Upload in Toddle Supervisor Marking Rubric</p> <p>Removal of DP Candidacy if not submitted on time!!!</p>	<p>Supervisor Provide Feedback on First Draft</p> <ul style="list-style-type: none"> ● Access the student's first draft through Toddle ● Use the Full EE Criteria/Rubric Feedback Form provided here. Share the information with the student in your feedback meeting and by uploading on the student's Toddle page. ● Feedback should be provided at the Supervisor Check in 4 Meeting
Nov.____, 2025	<p>Supervisor Check in 4 -Recorded in RRS on Toddle</p>	<p>Supervisor Provide Feedback on First Draft</p> <ul style="list-style-type: none"> ● Use Supervisor Marking Guidelines to provide feedback to students
Jan.____, 2026	<p>Final Draft Upload in Toddle</p> <p>-If appropriate, will use your First Draft as submission to IB if not submitted on time (if first time offense) OR -Possible removal of DP Candidacy if not submitted on time (if two or more warning status/probation status throughout the EE process</p> <p>Checklist- Make sure your final draft includes the following:</p> <ul style="list-style-type: none"> - Title Page (RQ, Subject, Word Count) 	<p>EE Marking</p> <ul style="list-style-type: none"> ● Needs to be completed BEFORE Viva Voce meeting with student ● Use Assessment Criteria Form to determine the grade for the student. This does NOT need to be shared with the student.

	<ul style="list-style-type: none"> - Table of Contents - Correctly formatted in-text citations (if you have any questions on this, please speak with the EE coordinator!) - Works Cited page 	
<p>Feb. ____, 2026</p>	<p>Viva Voce (interview w/Supervisor) (RPPF #3)</p> <ol style="list-style-type: none"> 1. Schedule an interview with your EE Supervisor before this date. 2. Upload final reflection on Toddle. <ul style="list-style-type: none"> • Questions that your teacher might ask you. <p>This is a requirement for IB Submission!!</p> <p>Failure to comply: A1 Status and Mandatory O block with EE Coordinator and DP Coordinator</p>	<p>Viva Voce Guiding Questions</p> <ul style="list-style-type: none"> • Supervisor Comments
<p>Mar. ____, 2026 (For supervisors only)</p>	<p>Instructions for Supervisors</p> <ol style="list-style-type: none"> 1. Upload Extended Essay to IBIS. <ol style="list-style-type: none"> a. It needs to be the Final Draft of the essay that has been run through Turnitin. Make sure there aren't any academic integrity issues. Please double check for the following: b. Make sure that Title page includes: <ol style="list-style-type: none"> i. Subject * ii. Research Question iii. Word Count <p>*If World Studies, include the two subjects utilized and the theme:</p> <ol style="list-style-type: none"> 1. Conflict, peace, and security 2. Culture, language, and identity 3. Environmental and/or economic sustainability 4. Equality and inequality 5. Health and development 	

6. Science, technology and society

c. Contents page (which is page numbered)

d. Introduction

e. Main body of essay (research, analysis, discussion and evaluation). There must be evidence of in-text citations

f. Conclusion

g. References/works cited/bibliography

h. There is a section to list Supervisor Hours. It shouldn't exceed five hours. The hours of supervision stated should not include any lab supervision necessary for safety reasons. The hours stated should include only one-to-one time spent discussing the progress of the extended essay.

i. Ensure you also upload the RPPF which is the planning form that is primarily completed by the student and has your final supervisor comments. This will have been completed on Toddle.

j. On IBIS, you will need to input their predicted grade based on this rubric [EE - Assessment Criteria.pdf](#) and [Extended Essay Grade Descriptors.pdf](#)