

Sample agreement between candidate and supervisor for the extended essay

As a candidate

As a candidate of the IB Diploma Programme, I recognise that the extended essay is a requirement for which I am responsible.

I will:

- chose a topic and formulate a research question,
- conduct research,
- write my essay,
- acknowledge my sources,
- attend meetings and meet deadlines, including three formal reflection sessions and one session to discuss a complete draft of the essay with my supervisor (see schedule below),
- complete the Reflections on Planning and Progress Form (RPPF).

As a supervisor

As a supervisor of the extended essay, I recognise that I have a responsibility to support my candidate to the best of my ability.

I will:

- be knowledgeable of the IB rules and regulations, as stated in the extended essay guide,
- be knowledgeable of the DP subject requirements as stated in the extended essay guide,
- spend sufficient time with the candidate as and when needed in informal check-in sessions,
- monitor deadlines and the candidate's progress on the RPPF,
- meet with the candidate to discuss planning and progress for each of the three required reflection sessions,
- read and comment on one completed draft,
- not annotate or edit the candidate's essay,
- check the authenticity of the candidate's work,
- comment on the candidate's planning and progress on the RPPF.

Schedule of deadlines

Before this date,	I, the candidate, will
	read and assess a sample extended essay, using the assessment criteria, and make myself familiar with the EE guide,
	submit a proposal for my EE in which I express interest in a topic and subject and formulate a working research question (RQ),
	meet with my supervisor, discuss my RS with him/her and write my first entry on my Reflections on Planning and Progress Form (RPPF) ,
	finalise my RQ, write a formal outline of my essay, discuss these steps with my supervisor and reflect on them in an interim RPPF session ,
	conduct research, make notes, maintain a Researcher's Reflection Space (RRS) and 'check-in' with my supervisor,
	write a complete draft and submit it to my supervisor,
	discuss the complete draft with my supervisor,
	rewrite my EE taking into consideration comments from my supervisor, and submit the final copy ,
	engage in a final reflection session (viva voce) with my supervisor, submit a final entry on my RPPF and sign off on my EE.

Agreement signed by

Candidate's name:

Date:

Signature:

Supervisor's name:

Date:

Signature: