

# Checklist before Submission

This checklist has been adapted from the EE Guide produced for Western Academy Beijing

## Criterion A: Focus and Method (6)

This criterion focuses on the topic, the research question and the methodology. It assesses how well you explain the focus of your research, how the research will be undertaken and how well this focus is maintained throughout the essay

	Yes	No	Needs Work
My essay meets the criteria of my subject discipline			
My research question is clearly stated and well focused			
I explain clearly why I chose my methodology			
I make clear what the purpose and focus of my research is			
Throughout my essay I am clearly focused on, and responding to my RQ			
I have chosen a wide range of sources, all of which are relevant to my essay			
I make clear why I have chosen some or all of my sources - my selection of sources and methods is informed and effective.			

## Criterion B: Knowledge and Understanding (6)

This criterion assesses the extent to which the research relates to the subject area/discipline used to explore the research question, or in the case of the world studies extended essay, the issue addressed and the two disciplinary perspectives applied, and additionally the way in which this knowledge and understanding is demonstrated through the use of appropriate terminology and concepts.

	Yes	No	Needs Work
The sources I have chosen are clearly relevant to my RQ			
The sources I have chosen are used effectively and with understanding			
My knowledge of the topic/issue/subject discipline is very clear			

My research is placed in context - I have included necessary background information			
I make accurate and consistent use of subject specific vocabulary			
I show clearly knowledge and understanding of the concepts which are important within this research area.			

<b>Criterion C: Critical Thinking (12)</b>			
	<b>Yes</b>	<b>No</b>	<b>Needs Work</b>
I consistently apply my research in response to my research question			
I have effectively analysed and evaluated my data/my source materials/ my findings			
I have critically evaluated the method/s I used to gather information/data, as well as the evidence itself, justifying or criticising their points of view and reliability			
My argument is clear, well-structured, easy to follow and supported by evidence			
My conclusion/s are clearly supported by data, the evidence I have presented, and the arguments I have made			

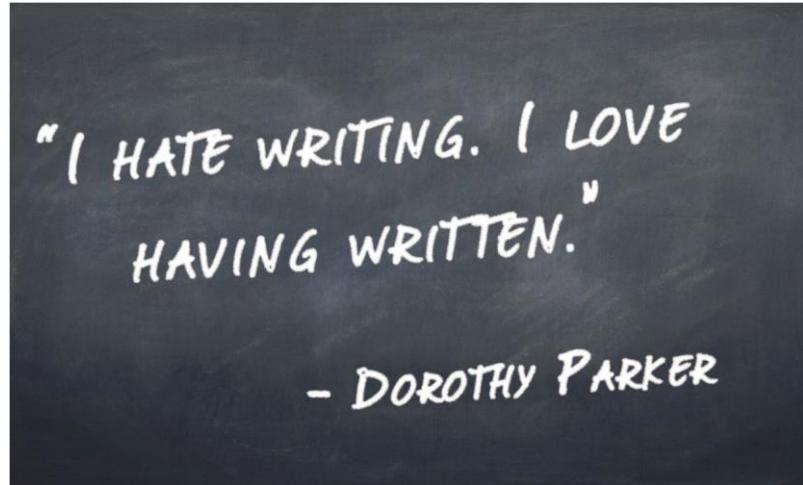
<b>Criterion D: Presentation (4)</b>			
	<b>Yes</b>	<b>No</b>	<b>Needs Work</b>
My essay is 4,000 words or less			
I have both a RQ and a Title, and these are both on the cover page			
My essay is in 12 pt font, preferably Arial, and is double-spaced			

I have used standard margins throughout the essay		<input checked="" type="checkbox"/>	
All pages are numbered		<input checked="" type="checkbox"/>	
I have not included my school name or number anywhere on the cover page, or in the essay itself		<input checked="" type="checkbox"/>	
I have cited all sources correctly, using a conventional citing system like MLA or Chicago. Everything I did not know in my own head has been cited		<input checked="" type="checkbox"/>	
Every citation in the essay is in the bibliography, and every entry in the bibliography is cited in the essay		<input checked="" type="checkbox"/>	
All figures, tables, graphs and illustrations are correctly labelled, are referred to in the body of the essay, and are all correctly cited.		<input checked="" type="checkbox"/>	
I have proofread my essay to make sure it is grammatically correct and that there are no spelling errors		<input checked="" type="checkbox"/>	
My Table of Contents is nicely formatted, and is accurately completed		<input checked="" type="checkbox"/>	

#### Criterion E: Engagement (6)

This criterion assesses the student's engagement with their research focus and the research process. It will be applied by the examiner at the end of the assessment of the essay, and is based solely on the candidate's reflections as detailed on the RPPF, with the supervisory comments and extended essay itself as context.

The comments below relate to how you have completed the RPPF	Yes	No	Needs Work
I have reflected on the decisions I made, and the challenges I faced		<input checked="" type="checkbox"/>	
I have evaluated my planning process, and the actions I took		<input checked="" type="checkbox"/>	
I have clearly shown engagement with my topic, and the essay writing process - both intellectual and personal engagement		<input checked="" type="checkbox"/>	
I have included examples of where I took initiative, or was creative in my approach to research and writing		<input checked="" type="checkbox"/>	
I make reference to growth in my skills in and my understanding of this topic		<input checked="" type="checkbox"/>	
It is clear from my writing why I am interested in this topic, and why I believe it to be significant		<input checked="" type="checkbox"/>	



[http://timmilesandco.com/wp-content/uploads/2014/09/chalkboard\\_quotes\\_parker.jpg](http://timmilesandco.com/wp-content/uploads/2014/09/chalkboard_quotes_parker.jpg)

## Bibliography

Extended Essay Guide IB Publishing, September 2016

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