

EE checklist

Note that this is not an official document, it is only one teacher's interpretation of the EE guide. You and your supervisor can use this checklist to be sure you have not forgotten anything. This document should complement and not replace the Extended Essay guide.

Although it was originally designed for use at the end of the writing process, it is suggested that this checklist be used all through the various stages of the process. By looking at what will be expected on the essay, you have an idea of what you should be looking for in your research. If you know where you are going, chances are better that you will actually get there.

Criterion A: the research question						
The research question is the corner stone of the foundation on which the entire essay rests. If you do not start with a good research question, the rest of the essay will be weak and you will be guaranteed to score poorly on the EE. Although most students use a question, other approaches are acceptable as long as your supervisor authorizes the method you choose.						
	No, not at all or very superficially					
	Not enough					
	On the right track					
	Mostly					
	Yes, completely					
		A	B	C	D	E
Would you be able to defend your research question in the following ways:						
- it is not too simplistic, it merits in-depth research						
- it is not too limited in scope, it allows you to explore enough						
- it is not too speculative (meaning not too hard to find proof for)						
- it is not too ambitious (in other words, you will be able to address the question in 4000 words or 40 hours of research)						
- it lends itself to systematic research and argumentation						
- it has an answer which is not too obvious - an answer which could be guessed without doing any research						
(Note that you do not necessarily need to write about these in your introduction; the descriptions above are simply to be sure you are not wasting your time on a research question which is considered unacceptable.)						
Have you stated your research question clearly and concisely in the early part of your introduction?						
Look at the section in the EE guide for your topic - there are specific guidelines about what an appropriate research question should be.						

Criterion B: The Introduction

The purpose of the introduction is to set the scene for a reader who has never met you and has little or no prior knowledge of the specific theme you are writing about. Your objective here is to get the reader interested by showing how thought-provoking your theme is. Also, your objective is to introduce your research question.

	No, not at all or very superficially				
	Not enough				
	On the right track				
	Mostly				
	Yes, completely				
	A	B	C	D	N
Have you explained why the topic you have chosen is of interest to you ?					
Have you explained why your topic is important enough to investigate in an Extended Essay? What is its significance? How does it connect to things you have already been studying?					
Have you outlined all the background information the reader needs to know in order to understand the relevancy of your chosen question? In other words, have you put your question in its proper context? Keep this brief, though - do not give a complete history of the subject, just enough details to understand.					
Have you described how you have modified your research question over time? Did you include details about narrowing down a question which was too broad or refining the question in any other way?					
In one or two sentences, have you briefly described how you will go about answering your research question later in the essay?					
Have you outlined the answer to your question so the reader knows where you are going?					
Have you outlined what kinds of arguments you plan to use to support your answer?					
Have you considered the impacts of the issue you will be exploring?					
Look at the section in the EE guide for your topic - there are specific guidelines about what to put in the introduction.					

Criterion C: The Investigation

This criterion is to see if you have chosen an appropriate way of finding information.

	No, not at all or very superficially				
	Not enough				
	On the right track				
	Mostly				
	Yes, completely				
	A	B	C	D	N
Have you gathered your data in a well-planned way ? Is there evidence that you were methodical about your research and investigation of primary sources?					
Do your sources show variety ? Do you have some secondary sources such as books, magazines, web sites, but also some primary sources such as interviews or					

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	Not enough					
	On the right track					
	Mostly					
	Yes, completely					
		A	B	C	D	N
Have you gathered your data in a well-planned way ? Is there evidence that you were methodical about your research and investigation of primary sources?						
Do your sources show variety ? Do you have some secondary sources such as books, magazines, web sites, but also some primary sources such as interviews or						

data collected from laboratory experiments you did?					
Have you used sources with varying views and not just one view? For example, often the Western world sees things very differently than the way emerging nations do – does your essay consider more than one way of seeing the issues?					
Are all the facts and figures you have collected pertinent and relevant ? Do they relate to the research question?					
Have you been imaginative in the sources you have used ? Did you avoid the temptation of just staying behind your computer staring into Google? Did you go after information the way an investigative reporter does?					
Have you shown critical analysis in relation to your sources by justifying or criticizing their qualifications and points of view?					
Have you explained how you found your secondary and primary sources?					
Have you included evidence from your primary sources in the appendix and have you made reference to these in your text? (i.e. "see extract from interview on page 3 of the appendix.")					

Criterion D: Knowledge and understanding of the topic studied						
This criterion is to see if you grasp the more complex aspects of your topic and how your research question fits into the world of Information Technology. In other words, can you see the big picture?						
	No, not at all or very superficially					
	Not enough					
	On the right track					
	Mostly					
	Yes, completely					
		A	B	C	D	N
Does the essay show that you have very good knowledge and understanding of the topic? Do you know what you are talking about ? Do you avoid falling into the trap of believing common misunderstandings about the subject of research?						
Have you considered all the aspects which any teacher of the subject would consider important to include in your essay? Have you not forgotten any major players (stakeholders) ? Think about anyone who may gain or lose – have you included everyone?						
Have you not forgotten any major events ? Have you included major historical occurrences or technological breakthroughs which have influenced your theme?						
Have you not forgotten any major implications ? Have you included presumptions about what is affected? (This is where you may need to read between the lines).						
Have you not forgotten any major consequences ? Have you included all the important impacts for the future?						
Have you situated your investigation in its appropriate academic context ? Have you shown how your essay fits into the big picture? Have you considered what academics and experts are saying today about your subject of research?						
Have you demonstrated an understanding which goes well beyond common knowledge ? Have you shown some professional insight (things only a pro would see) and shown some specialized study?						
Look at the section in the EE guide for your subject - there are specific guidelines about what to put in this section.						

Criterion E: Reasoned argument This criterion is to see if you have used the data you have collected from your investigation in a persuasive way to convince the reader.					
	A	B	C	D	N
Based on your introduction, have you structured your essay in a logical way to answer your research question?					
Does your structure follow a sequence which the reader can follow clearly?					
For each idea that you write about, do you have supporting evidence in the form of quotes and citations from the research you did?					
Are your arguments clear and believable ? (Ask your proofreader.)					
Do your arguments build on one another to give an increasingly convincing answer to the research question?					
Does each argument you use clearly relate to the research question in a pertinent way?					
Look at the section in the EE guide for your subject - there are specific guidelines about what to put in this section.					

Criterion F: Application of analytical and evaluative skills appropriate to the subject This criterion is to see if you can see deeper meanings, read between the lines and think for yourself. This is one of the most challenging and difficult aspects of the Extended Essay.					
	A	B	C	D	N
Have you clearly explained the social and ethical impacts involved?					
Have you considered both the local and the global impact ?					
Does your essay show effective and sophisticated use of appropriate analytical skills ? ("Analytical skills" refer to your ability to break down your subject of study into its component parts to extract meanings, relationships or implications.)					
Does your essay show effective and sophisticated use of appropriate evaluative skills ? ("Evaluative skills" refer to your ability to formulate judgments after careful examination of all the evidence.)					
In other words, have you fairly considered all sides of the story before forming your final opinion? Is your judgment fair?					
Have you evaluated the arguments and demonstrated critical thinking skills ? (Critical thinking means thinking about your thinking – do you reflect on your sources with questions such as “How can I be sure this is true?” or “Is this the most convincing argument to use here?” or “Does the person I just quoted have a particular bias which skews their view of the question?” Critical thinking inevitably leads to a personal opinion.)					
When stating them, have you justified your personal opinions with facts?					
Do you have enough data in your essay so that conclusions can be drawn?					
For any statistics you found, have you done any data processing ? Data processing involves revealing a hidden message by taking an average, finding a trend line on a graph, or other such mathematical or statistical analysis.					
Is your line of argumentation sound, reasoned and logical ?					
Have you discussed the possible limitations of your arguments ? Perhaps you					

have not been able to find enough sources to draw a firm conclusion...					
Very important: Have you mentioned any assumptions you made in your arguments or in your conclusion?					
Look at the section in the EE guide for your subject - there are specific guidelines about what to put in this section.					

Criterion G: Use of language appropriate to the subject This criterion is to see if you are clear in your writing style and to see if you use vocabulary which is appropriate for the subject you are writing about.						
	No, not at all or very superficially					
	Not enough					
	On the right track					
	Mostly					
	Yes, completely					
		A	B	C	D	N
Throughout the essay, have you used vocabulary which is precise and appropriate for your subject? Have you shown the reader that you know what the technical terms mean by using them correctly in your essay?						
Have you avoided misleading or ambiguous vocabulary ? Are the terms you are using the most clear and accurate terms for what you are talking about?						
Is your writing level appropriate for what can be expected from high school students? Is it not too simplistic nor trying to be too overly sophisticated?						
Look at the section in the EE guide for your subject - there are specific guidelines about what to put in this section.						

Criterion H: The Conclusion The conclusion is a brief summary of whether or not the research question has been fully answered. It is an opportunity to give your opinion on whether or not the arguments from your research are convincing or not. It is also an opportunity to use critical thinking about your own work. Lastly, you should comment on the ways in which the Extended Essay was a learning experience for you.						
		A	B	C	D	N
Have you stated the conclusion clearly and concisely? (Even though it may seem obvious to you, be sure that you have made it obvious to the reader: "In conclusion, it can be said that..." or "To conclude, it is possible to deduce that...")						
Does your conclusion directly and fully answer the research question ? Does it stay on topic and does it satisfy the reader's curiosity by giving a full answer?						
Is your conclusion based solely on the arguments presented in the essay?						
Have you explained how the arguments that were developed in your essay prove that your conclusion is a reasonable one ? Have you judged your own essay?						
Have you described aspects of the Extended Essay which made you stop and think? Have you included some of the new questions which arose as you were doing your research? (If you had the time and energy to continue researching and writing, what aspects would you want to know more about? In other words, in what ways has your essay writing sparked your interest and given you the inspiration to explore new issues related to your topic?)						
Have you included details about places you got stuck and could not find answers ? (Be careful here – keep it brief. The problems should not be the main						

focus of the conclusion).					
Have you avoided introducing any new arguments in the conclusion?					
Have you presented a synthesis of your arguments which takes into account varying viewpoints rather than simply restating everything you already said in the body?					
Have you avoided reintroducing ideas presented in your introduction?					
Look at the section in the EE guide for your subject - there are specific guidelines about what to put in this section.					

Criterion I: Formal Presentation Be sure not to lose marks because of something silly like forgetting to put a contents page. Here are all the formal details you should include.						
	No, not at all or very superficially					
	Not enough					
	On the right track					
	Mostly					
	Yes, completely					
		A	B	C	D	N
Is the essay 4000 words or less? (That means 4000 words total for intro, body, conclusion & quotations. Remember, this number does <u>not</u> include the abstract, title page, appendices, bibliography, etc. If your essay is 4001 words or more, you will get zero marks for this criterion.)						
Did you remember to put page numbers on all the pages of the essay?						
Do you have a title page with your name, candidate number, the date, the school, etc.? Is your title clear? For example, could anyone (parents, friends, etc.) read the title and know what the essay is about without asking, "What do you mean by this title?" Typically, many students write a short title and put their research question underneath it as a subtitle.						
After the title page, do you have an abstract which is no more than 300 words?						
Is the abstract on the page directly after the title page and is the abstract on a page all by itself?						
After the abstract page, do you have a contents page with page numbers indicated? (Introduction....page 3, Conclusion....page 11, etc.)						
Have you used any illustrations such as photos, screen shots, graphs? (You should, but only where it helps prove a point - illustrations should not be used just to look pretty.) For each illustration, how would you answer these questions:						
Is each illustration <u>neat and clear</u> ?						
Is each illustration <u>necessary</u> , relevant and appropriate? (If one is just in there to try to impress or just fill up space, take it out.)						
Is each illustration <u>clearly labeled</u> for easy interpretation?						
Does each illustration have a <u>reference</u> in the text saying something like "See Figure 4 on page 7"						
Have you explained the <u>significance</u> of the illustration in the text? For example " <i>The graph in Fig. 4 shows the relationship between ...</i> "						
Is the source of each illustration <u>cited</u> ? If it is your own work, it is recommended to cite it as "author's photo", "author's graph", etc						

In writing a research paper, not all the ideas are your own. You get inspiration from various experts. For each one of the following things, check to see that you have cited your sources :					
- Are all <u>quotes</u> from your research cited? If you quote articles, keep the quotes short – one sentence or less is best. (No citations for quotes will automatically earn a zero for Criterion I).					
- Are all <u>maps, photos, graphs</u> cited?					
- Are all <u>statistics</u> such as percentages “86% of all Europeans believe ...” or “There were 35,000 cases in the past 5 days...” cited?					
- Have you cited all <u>ideas or opinions that are not your own</u> ? Examples: “This was the most significant event of last year ...” or “Robotic surgery is safer than conventional surgery...” Easy rule: when you read each sentence in your essay, ask “Did I invent that idea all by myself?” If yes, no citation is needed. If no, cite it. Even if you rewrote the idea in your own words, you should cite the source.					
- Are all <u>primary sources</u> such as interviews or surveys cited?					
Did you use the same citation system throughout the paper? Two are acceptable: footnotes or parenthetical in-text citations which look like this: (Stevenson, 1998).					
Do you have a bibliography and did you list all your sources in it? (No bibliography will earn a zero for Criterion I.)					
- Did you use web resources such as www.citationmachine.net to help you find the <u>correct format</u> for all your bibliographic entries and citations?					
- Is your bibliography <u>honest</u> ? (For example, if there some books or articles that you listed but never read, then you should erase them.)					
- Is your bibliography <u>free from “padding”</u> ? (Padding a bibliography means listing sources which you may have read and found interesting but they are not cited anywhere in the essay. That's not acceptable. You must either erase them from the bibliography or use a citation somewhere.)					
Have you followed the rules about using an appendix ?					
- Did you put all your primary sources in the appendix (excerpts from interviews, questionnaires, correspondence, relevant emails...)					
- Did you clearly label everything with headings and made reference to these documents in the essay (“see appendix page XX”)?					
Have you double checked that you avoided the use first person (“I”, “we”, etc.) except when giving your own opinion or ideas which you came up with.					
Have you used a spell check program and asked someone to proofread your EE?					
Look at the section in the EE guide for your subject - there may be specific details about the formal presentation in your subject.					

Criterion J: The Abstract					
This criterion is simply to make sure you know how to write an abstract correctly. Be sure you have also followed the criteria for the formal presentation of the abstract (see Criterion I)					
	A	B	C	D	N
Does your abstract contain the research question ? Is it clearly stated?					
Does your abstract outline how you found your answers ?					
Does your abstract state your conclusion ?					
Is your abstract free from any analysis or evaluation ? (It should not have these					

– save them for the body of the text).					
Is the abstract 300 words or less? If it is 301 words or more, you will not get marks for this criterion.					
Does the abstract briefly state the <u>research question</u> , a summary of the <u>main arguments</u> which are used and the <u>conclusion</u> you will reach?					
Look at the section in the EE guide for your subject - there may be specific things you must put in the abstract for your subject.					

<p align="center">Criterion K: Holistic judgment</p> <p>This criterion is to see if the Extended Essay has had an impact on your intellectual development.</p>					
	A	B	C	D	N
Does your essay show intellectual initiative ? In other words, will it stand out from the other essays and show that you are exploring new ground? Have you pushed your limits to make sure this is not just another boring essay? Is your EE original?					
Does your essay show depth of understanding ? Do you really know your stuff? Have you become an expert? Does your essay show that you have a deep understanding of how the IT system you studied really works?					
Does your essay show insight ? Has the research allowed you to reach a new level of understanding? Did something click along the way causing you to say, "Wow, I never realized that before!"					
Have you really shown the effects on people of the IT system you studied rather than just speculated about its effects?					
Have you demonstrated the use of creativity in the solutions you have suggested? Again, this is another way of showing your special talents and your uniqueness.					