Extended Essay Student Checklist

Cover page (Title page)
Have you included the research question?
Have you stated the subject?
Have you included your personal code?
Have you ensured you have kept the cover page anonymous (no candidate name or number and no centre name or centre number)?
Have you declared the word count?

Declaration of authenticity
Have you included a signed declaration of authenticity?
Have you dated the declaration of authenticity?
Have you submitted the declaration of authenticity to your supervisor for safekeeping?

Research question (RQ)
Is your title phrased as a probing question?
Is your RQ clearly stated?
Is the purpose and focus of your RQ clear and appropriate?
Have you outlined why your RQ is worthy of investigation?
Can your RQ be answered in 4,000 words (is it focused rather than too vague)?

Contents page
Have you included a contents page?
Have you used section headings?
Does this include page numbers?
Have you checked the page numbers are accurate?

Methodology
Have you made it clear why your methodology is relevant to the RQ?
Have you outlined how your sources help you answer the RQ?
Have you used a sufficient range of suitable sources?
Is there evidence of informed selection of sources?
Have you used all aspects of the methodology mentioned in the introduction of your essay?

Analysis, discussion and critical thinking
Have you used subject-specific terminology and concepts appropriately, accurately and consistently?
### Analysis, discussion and critical thinking

- Have you made links between your research findings/data collected and your research question?
- Have you explained the significance of the information/data in your essay?
- Are your points supported by evidence?
- Are your arguments consistent with the analysis and sources presented?
- Have you acknowledged the significance of possible errors or omissions that may have occurred in your research?
- Have you considered the degree of reliability (strengths and limitations) of your sources?
- Have you provided a critical evaluation of the methodologies, data and subject-specific tools used?

### Conclusion

- Is your research question restated and appears in bold in the conclusion?
- Is your conclusion consistent with the discussion provided in the essay?
- Have you provided reasoned arguments with relevant evidence to justify your conclusion?
- Is your conclusion meaningful and backed by research evidence?
- Does your conclusion acknowledge any unresolved questions?
- Does your conclusion address new questions that have emerged (if any)?

### Reflections

- Have you completed all three reflection sessions?
- Have you demonstrated engagement with your research question and the research process?
- Is there evidence of the thinking process behind any changes in direction in your research and methodology?
- Have you highlighted the challenges you faced, and how you overcame these?
- Upon completion of the viva voce, have you completed your final summative comments, signed and dated the RPPF before submitting this to your supervisor?
- Do your reflections highlight the successes in your learning journey?

### Format and formal presentation

- Is your essay within 4,000 words?
- Does your research question appear in bold in the introduction?
- Have you used a readable font, such as Arial or Times New Roman?
- Is the essay in size 12 font?
- Is your essay double-spaced?
- Are all of your pages numbered?
- Are graphs/charts/images/illustrations numbered?
### Format and formal presentation

- Are each of your graphs/charts/images/illustrations captioned?
- Are your graphs/charts/images/illustrations referenced appropriately?
- Are all your diagrams, charts and graphs correctly labelled?
- Do the page numbers in your table of contents match the page numbers in the text?
- Have you proofread the entire essay for spelling, punctuation and/or grammatical errors?
- Is your work anonymized, that is, your candidate name and number do not appear anywhere in the essay?
- Have you used a consistent system to cite and reference your sources?
- If quotations have been used, have you clearly indicated these (by using quotation marks or an indented paragraph)?
- Has the source of each quotation (if used) been cited?
- Where you have used the ideas of someone else, have you clearly indicated where this starts and ends?
- Does the appendix (if used) contain only relevant and necessary information?
- Does each appendix item (if used) have a title and an appropriate source?
- Are each of the appendix items (if used) clearly mentioned in the text of the essay?
- Are all references to items in the appendix clearly cross-referenced, including the relevant page number(s)?

### Bibliography (Works cited or References)

- Have you included a bibliography, containing all your sources used to research and write the EE?
- Has the bibliography been produced in alphabetical order?
- Do your citations in the body of the essay match the correct references in the bibliography?
- Does your bibliography list each and every source used in the essay?
- Does your bibliography specify author(s), title, date of publication and the publisher for every reference?
- Is the punctuation in the bibliography consistent?

### Others

- Have you referred to your RQ throughout the essay (not only in the introduction and conclusion)?
- Have you shared a soft copy of the final version of the EE with your supervisor?
- Do you have everything ready to submit your completed essay to your supervisor by the final deadline?