

IB Extended Essay Timeline

- This document includes key deadlines to ensure that you are making forward progress.
- Many of these deadlines will be an integral part of the TOK grade as well.
- Students may have meetings outside of the formal meetings for guidance, but only need to reflect on the formal meetings.

Task	Deadline	Student responsibilities	Supervisor responsibilities
EE introduction	February junior year	Introduction to the EE and the process. Students create a reflective slideshow that will continue throughout the process and be due along with the final draft at the end.	None
Schedule EE Meeting #1	February junior year	By the end of February, students will begin research and indicate preferences for a supervisor, subject, and topic. Once a supervisor is assigned, students will set a date for the first meeting.	Review the list of candidates who have requested you as a supervisor. Indicate which ones you have time to work with on their EE.
EE Meeting #1 and PPF #1	March 24 junior year	Students will have the first meeting with their supervisor.	Review the student's proposal, provide feedback and guidance about how to refine their approach, topic.
EE Initial Meeting Reflection	March 24 junior year	Students will complete the written reflection (PPF) on Managebac for the first meeting.	None
EE Outline	May 1st junior year	After reading and researching, students complete an outline of their EE to present to the EE supervisor.	None
Outline complete and set date for meeting #2	May 1st junior year	Students give their outline to their EE supervisor and set a meeting for sometime during May. Students must also upload their outline to their Managebac EE page.	
EE Interim Meeting and PPF #2	May 31 junior year	Students meet with their supervisor to review their outline. Students will complete the written interim reflection on their Managebac EE form.	Review the outline. Possible topics to discuss: organization, evidence, critical thinking, and/or review the rubric.
Write the rough draft	Summer junior year	During the summer, students write the rough draft of their EE to give to supervisors upon return to school.	None
EE Meeting #3 (no PPF)	September 15 senior year	Students must give their rough draft to their supervisor and set a meeting to review the rough draft. Rough draft must also be submitted to turnitin.com and Managebac.	Review the rough draft. Provide feedback using the criterion on the rubric. Possible topics to discuss: predicted score, criterion feedback, strengths, weaknesses.
EE Viva Voce & reflection	October 23rd-November 1	Meet for Viva Voce (final reflection with your supervisor.	Discuss the extended essay process with your candidate and provide any final recommendations.
EE Final Draft	November 1 senior year	Students must complete their final draft, give it to supervisor, upload to Managebac EE page, and submit to turnitin.com	Log on to Managebac to complete the assessment section and the final comments.

