

## BMHS Extended Essay Timeline - Class 2026

Dates subject to change

Deadlines in red are "hard" deadlines

Missing any of those will trigger IBDP coordinator alert and parent contact

Date	Tasks & Lessons for Students	For Supervisors
November - January: Intro and Initial Research		
November 20, 2024	What is the EE? <a href="#">10 Step Plan To Begin Your EE</a> Exploring the Subjects	
November 21st - January 20th	Complete steps 1-4 in the 10 steps to begin your EE	
Week of Jan 27th	Independent Research	
February: Subject, Topic, Organizing Research		
Week of Feb 5th	Independent Research	Be open to discussing topics and be familiar with <a href="#">requirements of the subject</a>
Week of Feb 10th	TOK: Researching, Section 4 in EE Organizer <b>For papers requiring surveys and/or data gathering - all data due by May 16th.</b>	
Week of Feb 17th	February Break ( Research: What is my subject? What is my topic?)	
Week of Feb 24th	TOK: Choosing a Subject & Topic, Research time (complete section 4 begin section 6)	
March: Proposal, Supervisor, Research Question		
Week of March 3rd	Independent Work - 1-2 hours research working in section 6, complete section 2)	
March 14th	<b>Deadline: Subject and Topic due (section 2)</b>	
Week of March 10th	TOK: Subject/Topic, Choosing a supervisor, Basics of a Research Paper, Research (sections 5 & 6)	
Week of March 17th	Independent Research 1-2 hours - continue with section 6	
Week of March 24th	TOK: Your first formal meeting (Section 9), Writing a research question(Section 1), research time (Section 6)	Help students narrow RQ with informal meetings/emails
Week of March 31st	Independent Work/Research 1-2 hours	
April: Research Question, 1st Reflection		
March 31st - April 25th	<b><u>First formal Reflection Meeting with supervisor</u></b> <b><u>Complete 1st Reflection in EE RPPF (150 words)</u></b> <b>For papers requiring surveys and/or data gathering - all data</b>	Individual meetings with students Review reflections

	<b>due by May 16th.</b>	<i>on Managebac</i>
<b>Week of April 7th</b>	TOK: , research time (complete section 1, continue section 6)	
<b>Week of April 14th</b>	<b>Spring Break</b>	
<b>Week of April 21st</b>	Independent Research (1-2 hours)	
<b>April 25th</b>	<b><u>First formal Reflection Meeting with supervisor</u></b> <b><u>Complete 1st Reflection in EE RPPF (150 words) due</u></b>	
<b>Week of April 28th</b>	TOK: Creating a detailed outline (sections 3, 7, 8)	
<b>May: Outline, Begin Draft</b>		
<b>May 2nd</b>	<b>Deadline: Research Question and Research Notes Review (sections 6 and 1)</b>	<i>Review student RQ and notes on Organizing Doc</i>
<b>Week of May 5th</b>	TOK: Outline Support, Check-In	
<b>Week of May 12th</b>	Independent Work (1-2 hours)	
<b>May 23rd</b>	<b>For papers requiring surveys and/or data gathering, those steps should be completed by this date *</b>	<i>Ensure data collection is complete.</i>
<b>Week of May 19th</b>	Independent Work (1-2 hours), Detailed Outline	
<b>Week of May 27th</b>	TOK: One-on-one meetings	
<b>June: COMPLETE DRAFT, INTERIM MEETING</b>		
<b>June 2nd</b>	<b>Deadline: Submit detailed outline in Google Classroom</b> <b>Evidence should be cited within the outline</b>	<i>Review and approve outline</i>
<b>June 10th</b>	<b><u>EE complete draft due in Google Classroom by 2:00</u></b>	<i>Alert EE Coordinator with any concerns</i>
<b>June 10th</b>	TOK: Status meetings with EE Coordinator	
<b>June 11th</b>	<b>Progress Meetings for students of concern &amp; contact home</b>	
<b>June 12th</b>	<b>Mandatory EE Work Session for students who have fallen behind - during school hours</b>	
<b>June - August: Revise Draft, Complete EE</b>		

<b>June-August</b>	Complete Any Needed EE Work - If your draft HAS NOT been completed, this should be completed by start of school	
<b>September: Final Draft, finalize citations, polish formatting, complete reflections</b>		
<b>Week of August 25th</b>	TOK: Final Steps, Interim Meeting, Finishing Your EE	<i>Review and comment on draft</i>
<b>August 25th - September 17th</b>	<b>Interim Meeting with Supervisor &amp; Interim Reflection with formal feedback</b>	<i>Provide Formal Feedback &amp; Interim Meeting</i>
<b>Week of Sept 2nd</b>	Independent Writing and Meetings with Supervisor	
<b>Week of September 8th</b>	TOK: Formatting & Citations	
<b>Week of September 15th</b>	<b>Complete your EE!</b>	
<b>Week of September 22nd</b>	<b>Complete your EE!</b>	
<b>September 29th</b>	<b>Deadline: Submit your Final Essay to Managebac by 3:00 PM</b>	<i>Alert EE Coord. of any issues</i>
<b>Week of September 29th</b>	<b>EE Coordinator Reviews and approves for Viva Voce</b>	
<b>October: Viva Voce and Final Reflection</b>		
<b>October 6th - 17th</b>	<b>Viva Voce meeting and final reflection in Managebac</b>	
<b>October 17th</b>	<b>Due: Viva Voce Meeting with supervisor 2nd Reflection Completion (Form EE/RPPF) (150 words)</b>	<i>Schedule meetings with students</i>
<b>November</b>		
<b>November 2025</b>	Celebratory Lunch	<i>Attend if available</i>
<b>December 2025</b>	EE Presentation to Juniors	<i>Attend if available</i>

\* Students writing an EE in the Sciences may propose a new timeline with their supervisor's approval to accommodate an experiment.