

Extended Essay Supervision Signature Sheet
May 2026

IB Diploma Candidate's Name: _____

Extended Essay Supervisor's Name: _____

Each IB diploma candidate is **required to arrange** a meeting with their extended essay supervisor 6 times as outlined on the extended essay deadlines. These meetings are intended to be 10-15 minutes in length. Students are required to show the supervisor specific items at some of these meetings (sources, 5 pages) and **COMPLETE 3 REFLECTIONS ON THE EE/RPPF FORM**. Discussions can center around difficulties, focus of topic, etc., but are *not* intended to be for editing (grammar, spelling, sentence structure). The supervisor *may only see one completed draft* of the entire essay and that draft is due to google classroom on **October 13, 2025**. The IB diploma candidate should meet to discuss the rough draft sometime during **October or early November** so that final adjustments can be made before the final copy is due **January 26, 2026 (Turnitin.com + signature sheet)**. Finally, each candidate must meet with the supervisor between **February 9 and 12, 2026** to conduct the concluding interview (viva voce). **See extended essay deadlines for further reference or contact Mrs. Schive directly. Feel free** to talk with your supervisor about your topic/essay more frequently than outlined on the deadlines sheet!

Meeting #1 (Talk about ideas and research question):

By April 18

Signature: _____

Date: _____

Meeting #2 (3 sources + 5 pages to supervisor):

By May 16

Signature: _____

Date: _____

Meeting #3 (Discuss progress/redirect + REFLECTION 1 on EE/RPPF):

By September 5

Signature: _____

Date: _____

Meeting #4 (Feedback on rough draft + REFLECTION 2 on EE/RPPF):

By November 14

Signature: _____

Date: _____

Meeting #5 (Discuss presentation of essay components):

By December 12

Signature: _____

Date: _____

Meeting #6 (Final feedback):

January 5-9

Signature: _____

Date: _____

**** Complete viva voce (concluding interview + REFLECTION 3/SUPERVISOR'S COMMENTS on EE/RPPF by January 26, 2026. COMPLETED EE/RPPF forms due to IB office by February 20, 2026.**

This signature sheet will be **checked in TOK on September 15, 2025 and November 17, 2025 for a grade** and then **turned in with the completed extended essay on February 20, 2026**. **Deadlines stand regardless of whether the TOK teacher remembers to ask for items! CALENDAR the events now! Please see Mrs. Schive for any necessary clarification regarding the extended essay or its timeline.**