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.