

IB Extended Essay Advisor Job Description

Reports to: Director of Curriculum and Instruction, Building Principal, and Assistant Principal over IB

The Extended Essay Advisor has these principal responsibilities:

- 1) To discuss choice of topic with the student and, in particular, help them to formulate a well-focused research question that satisfies appropriate legal and ethical standards as well as ensuring that the research conforms to the regulations as outlined in the Extended Essay Guide relating to essays written in the subject area.
- 2) To encourage and support the candidate throughout the research and writing of the extended essay, including advice and guidance on the following specific aspects of the EE:
 - a. Finding a suitable focus
 - b. Formulating a precise research question
 - c. Finding appropriate resources
 - d. Gathering and Analyzing information/evidence/data
 - e. Documenting sources
 - f. Writing and abstract
- 3) To advise students on how to keep the essay compliant to the assessment criteria
- 4) To provide the candidate with advice and guidance regarding the skills necessary to undertake the research of the question and topic chosen for the extended essay
- 5) To ensure that the extended essay is the candidate's own work
- 6) To read and comment on one draft of the extended essay. Read final draft to confirm authenticity.
- 7) To complete the supervisor's report upon submission of the extended essay, including a predicted grade for the student's essay.

To fulfill the above responsibility advisor should:

- a. Supervise no more than 5 students at any given time.
- b. Be qualified in the subject and area of inquiry of the extended essay. They should have done research in the subject, be familiar with research methods in the academic subject area.
- c. All teachers must complete District provided Extended Essay Advisor training prior to advising students.
- d. Have read the extended essay guide, especially the regulations and sections pertaining to the essays in the subject they are supervising.
- e. Link to EE Guide
<http://occ.ibo.org>
- f. Have read and understand the assessment criteria that will be used to evaluate the student's work

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- g. Be willing and able to dedicate a minimum of 3 hours and maximum of 5 hours to each student throughout the process.
- h. Be involved enough in the steps of the student writing process to be able to vouch for the fact that the work is that of the student
- i. Read recent extended essays in the subject located on the online curriculum center (OCC) (IB Coordinator will provide access)
- j. Read recent examiner reports and subject reports to gain insight into common student errors (IB Coordinator will provide access)
- k. Be aware of the sources and resources available to students
- l. Conduct a short, concluding interview (viva voce) with the student before completing the supervisor's report.
- m. IB trained teachers will be given priority over non IB trained teachers.

The extended essay requirements:

- It is a research paper
- Maximum number of words is 4000
- It is supposed to represent approximately 40 hours of work
- It is meant to allow students to investigate a topic of special interest and practice independent research and writing skills
- It is an analysis of a topic supported with relevant research
- It does not have to be "brand new thinking" on a topic, but should not cover a topic for which the answer is well known in literature
- The essay is a requirement of the IB Diploma Candidates
- Points are scored in conjunction with TOK
- All extended essays are externally assessed by examiners appointed by the IBO
- All extended essays are marked on a scale of 0 to 36. This maximum score is made up of the total criterion levels available for each essay. Criterion levels will be awarded to each extended essay using a **best match model**. For each criterion, examiners are instructed to identify the level descriptor that is most appropriate (i.e. the best match) for the extended essay under consideration, rather than to progress upwards through the levels until the essay fails to meet one or more aspects of the descriptor.
- Assessment bands for EE

Points Earned	Descriptor	Letter Grade
30-36	Excellent	A
25-29	Good	B
19-24	Satisfactory	C
9-18	Mediocre	D
0-8	Elementary	E

- Compensated per the Faculty Association Contract Agreement