

## UAIS EE Cheat Sheet

### Description

3,500-4,000 words (includes direct quotations but not footnotes)  
40+ hours of work on part of student  
Combined with TOK for up to +3 toward 24 Diploma points  
An “E” grade automatically requires 28 points for IB Diploma  
Non-submittal results in forfeiture of the Diploma

### Format

Title page:

1. Title centered on page
  2. Student name
  3. Candidate number
  4. Date of IB Exams
  5. Category
  6. Supervisor’s Name
  7. Word Count
- } Lower Left Corner of Title Page

Optional acknowledgment: denotes any special note to reader

Abstract: Word count provided at bottom (300 words or less)

Table of Contents (“Body” should be content-described)

Introduction

Body

Conclusion

} 3,500-4,000 words (never over!)

Bibliography: Nothing extra, nothing less to in-text citations

Optional appendix: charts, maps, data not required for reading

### Assessment Rubric

A: Research question: 2 points

B: Introduction: 2 points

C. Investigation: 4 points

D. Knowledge/Understanding of Topic: 4 points

E. Reasoned Argument: 4 points

F: Application of Analytical/Evaluative Skills: 4 points

G: Appropriate Use of Language: 4 points

H: Conclusion: 2 points

I: Formal Presentation: 4 points

J: Abstract: 2 points

K: Holistic Judgment: 4 points

### Recommendations to Students and Supervisors

Work together to formulate a research plan (provide options to students)

Focus on research that answers the research question

Focus on creating an argument through topic sentence creation

Avoid repeating the introduction in the conclusion

Focus on a culturally, internationally diverse range of sources

Do not cite sources that are not used

Be open—communicate problems early on

Write the body first, then: 1) intro, 2) conclusion, 3) abstract

### Abstract vs. Intro vs. Conclusion

Abstract: 3 paragraphs—state question, provide scope of investigation, and summary of conclusions, followed by word count (under 300 words). Style: formal, almost scientific; no use of “I”

Introduction: 1 page generally—a prior-knowledge exercise; sets context for and may even state personal interest for the topic, leading into bolded question; provides justification for why the question is worthy of an EE. Style: less formal than abstract; use of “I” permitted

Conclusion: 1 page generally—a post-knowledge exercise; states conclusions and the implications of research for further study. Student does not repeat intro but moves away from the certain ignorance by showing growth of understanding in research: “Given X, Y, and Z, the implications of Topic A now perhaps shed light on...”

### Supervisor Responsibilities

Provide guidance and support in the skills of research

Discusses choice of topic and helps formulate well-focused research question

Reads/Comments on the first draft of the EE but does not edit

Verifies the essay is authentic and is the student’s own work

Conducts the *viva voce* and submits a predicted grade/supervisor report to IBCA

Writes a report of suspected plagiarism to the Diploma coordinator, if necessary

Reads recent EE reports for the subject

Spends between 3-5 hours with each student

Ensures the research question is appropriate to subject-specific guidelines