**Dates and Deadlines for completion and uploading of the IBDP Core (EE/TOK/CAS)**

**EE** (Extended Essay):

**Oct. 17th** – **EE Candidate will:**

Submit a Complete draft of their EE in ELECTRONIC (writable pdf format) via e-mail to the EE Supervisor

**Oct. 17th** – ***IB Coordinator* *will*:**

Put into EE Supervisor mailbox the RPP (Reflection on Progress and Planning) Form which includes the Initial Reflection, received in May of Junior Year.

**Oct. 21st – Nov. 8th** – **EE Supervisor will:**

1. Read Complete draft of the EE(s)
2. Meet with EE Candidate(s) for Interim RPP Meeting
3. Sign off the Signature box for Interim Meeting on the RPP Form

**Oct. 30th – Nov. 8th** – **EE Candidate will:**

1. Schedule a meeting with EE Supervisor
2. Meet with EE Supervisor
3. Take notes during Interim RPP Meeting
4. Complete the Reflection box for Interim Meeting on the RPP Form

**Nov. 14th** – **EE Candidate will:**

Turn the updated RPP Form which includes the completed Initial and Interim Reflections to **drop box in Rm: 806**

**Jan. 29th / 30th** – ***IB Coordinator will*** review with EE Candidates the formatting of the EE

Students will be pulled from their IB Support 6 class

**Feb. 5th** – **EE Candidate will:**

Submit the Final EE in ELECTRONIC (writable pdf format) via e-mail to their EE Supervisor

(NO CHANGES ALLOWED AFTER THIS DATE)

**Feb. 5th** – ***IB Coordinator will:***

Put into EE Supervisor mailbox the RPP (Reflection on Progress and Planning) Form which includes the Initial and Interim Reflections, received in Nov. of Senior Yr.

**Feb. 6th – 13th** – **EE Supervisor will:**

1. Read Final EE(s)
2. Schedule the final meeting (Viva Voce) with Candidate(s)

**Feb. 18th – 21st** – **EE Supervisor will:**

1. Meet with EE Candidate(s) for Final (Viva Voce) RPP Meeting
2. Conduct Viva Voce (guidelines will be provided)
3. Sign off the Signature box for Final (Viva Voce) Meeting on the RPP Form

**Feb. 18th – 21st** – **EE Candidate will:**

1. Meet with EE Supervisor and participate in Viva Voce
2. Complete the Reflection box for Viva Voce Meeting on the RPP Form

**Feb. 24th / 25th** – **EE Candidate will:**

1. Submit the Final RPP Form, which includes the Initial, Interim and Viva Voce Reflections in ELECTRONIC (writable pdf format) via e-mail to their EE Supervisor.
2. Turn in the hard copy RPP Form which includes the Initial, Interim and Viva Voce Reflections to the **drop box in Oakes Rm: 1157 OR Kirilova Rm: 1103 OR Steussy Rm: 1102.**

**Feb. 24th – Mar.1st** – **EE Supervisor will:**

1. Score Final EE(s) using the IBO Rubric (rubric will be provided)
2. Write the Supervisor Comments into the Final RPP Form which includes the Initial, Interim and Viva Voce Reflections. The EE Supervisor should have received this form from the Candidate in ELECTRONIC (writable pdf format).
3. Supervisors will then submit the Final RPP Form **(fully completed)** which includes the Initial, Interim and Viva Voce Reflections AND Supervisor Comments in ELECTRONIC (writable pdf format) via e-mail to the IB Coordinator.

**Mar. 4th / 5th** – **EE Candidates will:**

Upload EE’s to IBO in Oakes Rm: 1157 OR Kirilova Rm: 1103 OR Steussy Rm: 1102 **This will be completed in the IB Support Class.**

**TOK** (Theory of Knowledge):

**Feb. 5th / 6th** – **Candidates who are completing and *submitting* TOK Papers to the IBO will:**

Upload TOK Papers to IBO in Oakes Rm: 1157 OR Kirilova Rm: 1103 OR Steussy Rm: 1102

**This will be completed in the IB Support Class.**

**CAS** (Creativity, Activity, Service):

**Feb. Date TBD** – ***IB Coordinator*** will review formatting for CAS and present Exemplars in Oakes Rm: 1157 OR Kirilova Rm: 1103 OR Steussy: Rm 1102

**Mar. 25th** – CAS Notebooks due to Ms. Krueger in Rm 801