

### Referencing within the extended essay

Coordinators are reminded to refer supervisors and candidates to the information below, previously included in Coordinator's notes regarding a clarification on acknowledging the ideas or work of another person. The section is supplementary to the formal requirements of the extended essay as outlined in the most recent guide.

### Acknowledging the ideas or work of another person

Coordinators and teachers are reminded that candidates **must** acknowledge all sources used in work submitted for assessment. The following is intended as a clarification of this requirement.

DP candidates submit work for assessment in a variety of media that may include audio/visual material, text, graphs, images and/or data published in print or electronic sources. If a candidate uses the work or ideas of another person, they must acknowledge the source using a standard style of referencing in a consistent manner. A candidate's failure to acknowledge a source will be investigated by the IB as a potential breach of regulations that may result in a penalty imposed by the IB final award committee.

The IB does not prescribe which style(s) of referencing or in-text citation should be used by candidates; this is left to the discretion of appropriate faculty/staff members in the candidates' school. The wide range of subjects, three response languages and the diversity of referencing styles make it impractical and restrictive to insist on particular styles. In practice, certain styles may prove most commonly used, but schools are free to choose a style that is appropriate for the subject concerned and the language in which candidates' work is written. Regardless of the reference style adopted by the school for a given subject, it is expected that the minimum information given includes: name of author, date of publication, title of source, and page numbers as applicable.

Candidates are expected to use a standard style and use it consistently so that credit is given to all sources used, including sources that have been paraphrased or summarized. When writing text a candidate must clearly distinguish between their words and those of others by the use of quotation marks (or other methods like indentation) followed by an appropriate citation that denotes an entry in the bibliography. If an electronic source is cited, the date of access must be indicated.

Candidates are not expected to show faultless expertise in referencing, but are expected to demonstrate that all sources have been acknowledged. Candidates must be advised that audio/visual material, text, graphs, images and/or data published in print or in electronic sources that is not their own must also attribute the source. Again, an appropriate style of referencing/citation must be used.

### World Studies Extended Essay (WSEE)

The World Studies Extended Essay became a mainstream option in the extended essay in August 2011, for first assessment in May 2013. This is proving to be a popular choice for students. Supervisors and coordinators are reminded that the subjects

chosen to complete a WSEE **must** be subjects that form part of the DP. Page 148 of the subject guide states: "*an extended essay in world studies is expected to show that the student possesses a knowledge and understanding of relevant theories, research methods, or findings in the selected IB DP subjects*". Furthermore, it is **highly recommended** that given the scope of a 4000-word essay students only choose **two** subjects to explore their issue through. We would also ask that supervisors and coordinators remind students that they **must** state the subjects they are using on the cover page of their essay.

Supervisors of students completing an extended essay in World Studies are asked to remind students to state the disciplines being addressed in the essay on the cover sheet. This information should be noted next to the essay's research question.

### Theory of knowledge (TOK)

**Reminder:** The new TOK course begins teaching in 2013, for first assessment in 2015. The new subject guide is now available on the OCC, and the teacher support material will be available on the OCC from April 2013.

Coordinators are respectfully reminded that a new set of six TOK prescribed titles is published for each examination session. All candidates (including re-sit candidates) must write their essays in response to a title for the appropriate examination session. Prescribed titles are published on the OCC on 1 September for the following May and 1 March for November of the same year.

Schools are advised that the electronic cover sheet contains all the candidate information required by the examiner. It is not necessary for candidates to use headers or footers to add their names, candidate numbers or school name/logo to each page of their TOK essay. Candidates may submit their essays in any of the following TOK response languages: English, Spanish, French, German, Chinese (simplified) or Chinese (traditional).

The new assessment instrument (global impression marking) and presentation form (TK/PPD) will come into effect for the May 2015 examination session.

### Creativity, action, service (CAS)

A new document *Creativity, action, service: Additional guidance* has been uploaded, in all three official IB languages, to the OCC under CAS. This document is designed to help answer frequently asked questions on the current *CAS guide*.

## Group 1 and 2: Languages

### Reading requirements for group 1 courses

Schools are reminded that the reading requirements for language A: literature; language A: language and literature; and literature and performance must be adhered to. For