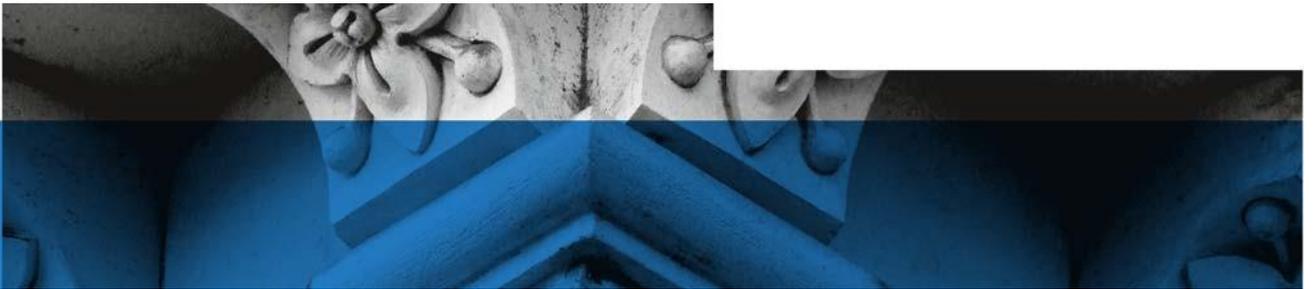


DULWICH COLLEGE
FOUNDED 1619



The Remove Extended Essay

April 2017

Criteria and Guidance

This exercise is designed to be stimulating and enjoyable. It is also intended to enable you to use and to develop skills which universities are looking for, not least the ability to learn critically and independently, and to produce properly referenced essays. The assessment of your essay will reflect how clearly you have demonstrated these skills.

The essay is a key component of your Dulwich Diploma and, as in previous years, is something we expect every member of the Remove to undertake.

A note on the Crest Award

Some boys choose to do a Crest Award project, normally in collaboration with other boys. The award can be done *either* instead of the Extended Essay *or* in addition to it. Any boy doing a Crest Award project *instead of* an Extended Essay must enter their Crest Award topic area, project title and abstract in the same way as described below for the Extended Essay. Those boys who plan to do an Extended Essay *in addition to* their Crest Award project should submit their Extended Essay details in the manner described below.

Please consider the following

- Choose a topic that interests you and not necessarily linked to your A-level syllabuses. The topic should ideally be linked to what you would like to study at university.
- Your title could take the form of a question: questions require answers. Please give particular thought to this; why, for example, is your question a problem worth solving?
- Your essay must be word-processed, and up to 2000 words in length, and no more: brevity is the soul of wit. Ideal presentation is 12-point, double-spaced, justified and with ample margins.
- You are advised to write an introduction in which you identify and explore the terms, issues and scope of the enquiry. It may be wise to suggest why your's is an enquiry worth undertaking. There should be little need for an extensive conclusion, if the essay itself is answering the question posed: you may need only to extract and link strands of argument already presented.
- Essays consist of paragraphs. When you are planning, and even more importantly when you have completed a draft and are seeking to highlight the argument, ensure that each successive paragraph is playing its part in answering your question. Better 1500 words, sharply focussed, than 2000 words where many are off the point and surplus to requirements.
- This essay should be able to be read by one of your peers, i.e. you must be able to explain it to someone you don't know: you might have to do the same at an interview.

Sources and references: policy on plagiarism

You are not expected to produce anything wholly original, but what you produce must be independent. That is, you must initially seek in books, articles, the internet etc., information on which you can work: you have to process, digest, and interpret. In other words, finding what someone else has discovered, said, written or broadcast about something is only a start: you have to engage intellectually with those sources in order to come up with an answer to your particular question. Be critical of your sources: be aware of limitations, and especially bias.

Merely to assemble other people's material, extracted from books or downloaded from websites, would miss the point and constitutes plagiarism. **You must therefore acknowledge where specific ideas and information as well as direct quotations, come from.** What follows is advice as to how to do this. You should consult the College's policy on plagiarism on the College intranet. The Wodehouse Library can also provide advice on plagiarism and how to avoid it.

At the end of the essay you have to add a **Bibliography**, or a **Note on Sources** (neither of which is included in the word limit). It should list all the sources that have guided you in your enquiry – and it must, especially, list every source from which you have taken a particular fact, idea, quotation or interpretation. There are a variety of ways in which a bibliography can be written, but you are advised to use *the Harvard (author-date) referencing system* (see the table below, where the information you need to give is listed in order).

<i>Book</i>	<i>Article</i>	<i>Internet</i>
1. Surname 2. Initial [one will do, unless there are two authors cited with the same surname and first initial] 3. Date of publication (in brackets) 4. Title (italicized) 5. Place of publication [no need to mention the particular publisher]	1. Surname 2. Initial [one will do, unless there are two authors cited with the same surname and first initial] 3. Date of publication (in brackets) 4. Title (in single inverted commas) 5. Journal name (italicized) 6. Journal number (+ colon) 7. Page numbers	1. Surname 2. Initial [one will do, unless there are two authors cited with the same surname and first initial] 3. Title (italicized) 4. url (in full) 5. Date consulted (italicized)

Examples

Book

March, J. (1987) *The Creative Poet*. London

Article

Leopard, W. (1992) 'Einstein among the generals', *Postmodern Studies* 54: 26-74

Internet

Boris, M. *Why animals matter*. <http://www.somesortofsense.edu/animals/12345>. Consulted: 24/4/17.

Meanwhile, in the essay itself you must use **footnotes**: that is, you should give numbered references to your sources, throughout the essay, in sequence, as you use them. Again, conventions vary, but if you use the Harvard system described above, it is very easy: simply give the name, date of publication, page reference, e.g.

see March 1987: 23; Leopard 1992: 56.

You can be imaginative in your use of sources – using interviews, archives, exhibitions etc.

If you are unsure about how to write your references in footnotes, please consult either Dr. Croally or Mr. Fletcher in the Wodehouse Library.

Three key steps

- **Determine your subject area by Wednesday 10 May.** Please do this online: in the left-hand column of MyDulwich there is a link to *Remove UCAS Information*. You can enter your subject area there (from a drop-down list). Your current thoughts on a university course will be a factor in choosing your subject area, and you should not hesitate to ask the advice of the relevant Head of Subject, or of the Head of Scholarship;
- **Decide your essay title by Friday 9 June.** You must enter your essay title **online** (also at MyDulwich/Remove UCAS Information). **If at any point you change your mind about either your subject area or essay title, please go back online to update the details;**
- The Careers Department will also be able to provide advice regarding researching your essay. Mrs Soare, Head of Careers, is able to put you in touch with external mentors who can provide specialist advice in the subject of your essay. Please make an appointment to see her during the post-examinations period if this would be helpful.
- Ensure that you have obtained any holiday reading you will need from the appropriate Head of Subject and the Wodehouse Library. You are allowed to borrow items over the summer holiday; and the archive resources that the library subscribes to can be accessed from home via the College intranet, for example *History Today* and the *NewScientist*. *The Thinkers' Hub* – with its many bibliographical resources – can also be accessed from home via MyDulwich.
- There are very many good online filmed courses – in Classics, English, History, and Philosophy – at Massolit. To access this site, go to www.massolit.io and follow the instructions on how to sign up.

What happens next?

- You will be able to make a start on your essay as soon as you finish your summer exams. Your first morning back after the exams – Monday 5 June – is variously dedicated to the Extended Essay. Liberal Studies sessions following Remove examination leave will be devoted to researching and writing your essay.
- Once your subject area and essay title have been submitted you will receive an email before the end of summer term informing you which teacher your essay should be given to.
- You must submit your essay on **Monday 4 September, the first day of Michaelmas term.** Essays will not be accepted after that date. Please hand in your essay to your Form Tutor so that it can be taken to the Upper School Office. (Alternatively, you can take the essay there yourself.) At the top of the first page of the essay you should list the following:

name; form; subject area; title; teacher to whom the essay should be directed.

If, for some reason, you forget to head your essay in this way, a cover sheet has also been sent to you by email. It is also accessible online at MyDulwich/5 Schools/Upper School/Extended Essay. Hard copies will also be available in the Upper School Office at the beginning of next term.

An **abstract of 100-150 words** summarising the main scope of your inquiry must also be submitted on the same day (again online at MyDulwich/Remove UCAS Information).

You may also be asked to submit a copy of your essay electronically, though not for the purposes of marking. Details of that electronic submission will be given to you on Monday 5 June, Extended Essay Day.

- A member of staff will mark your essay.
- She or he will write comments on your essay for inclusion by your Form Tutor in your UCAS reference.
- You may also wish to refer to your essay and research in your personal statement.

The College wishes to celebrate your work and in October 2017 will publish a booklet listing the title and abstract of every boy's Extended Essay (or Crest Award project). The Master will also award two prizes for the best essays – in Humanities subjects, on the one hand, and in Maths and Science, on the other – to be presented at the Upper School Prize Giving in 2018. The best essays will be published in full in *Semantron* in 2018.

How will the essay be assessed?

The following criteria will be used to mark your essay:

<i>Criterion</i>	<i>Mark awarded</i>
Selection, development and organization of factual material and ideas Is the argument clear, with reasons given to support the conclusion? Is there in fact a conclusion? Is the material (facts, sources, alternative arguments) selected relevant and appropriate? In short, based on the material selected, is the case made compelling?	Out of 10
Effective communication Is the writing technically accomplished, i.e. are punctuation, grammar, and (where appropriate) statistical data correct? Does the style impress (accuracy, clarity, boldness, wit and verve are all possible criteria)?	Out of 10
Presentation Where appropriate, is there a properly produced bibliography? Are there appropriate references, either in footnotes or endnotes?	Out of 5

Total: 25

Finally, enjoy researching and writing your essay: we greatly look forward to reading your work.

Mr R P Berlie
Head of Upper School

Mr D A P King
Deputy Master Academic

Dr N T Croally
Head of Scholarship



DULWICH COLLEGE
Dulwich Common, London, SE21 7LD
Telephone: 020 8693 3601 Fax: 020 8693 6319
Email: enquiries@dulwich.org.uk Web: www.dulwich.org.uk
Registered Charity No 1150064