SESSION 12: HOLISTIC JUDGMENT AND FORMAL PRESENTATION

1. The word “holistic” refers to the theory that in certain cases the whole picture can be worth more than the “sum of its parts”.

Taking this into account, the holistic judgment criterion allows your examiner to consider some other aspects of your essay (beyond the 10 criteria we have already discussed) as seen in its description below.

**Criteria K: Holistic judgment (Up to 4 points)**

**An overall assessment of qualities—such as the candidate’s personal engagement, initiative, depth of understanding, insight, inventiveness, and flair. Achievement levels up to 4 points will be determined by the examiner based on the extent to which these qualities are demonstrated in the essay.**

Specifically consider the qualities listed above in terms of the following:

1. **Personal engagement:** This refers to your “work ethic” and your enthusiasm, and commitment to the design and execution of your investigation plan. Also, it includes whether or not you contact your advisor and keep him/her abreast of your activities. As well, it refers to the manner in which you pace your tasks and meet deadlines—starting your work in a timely fashion, attacking problems as they occur and showing perseverance in getting the job done. Your advisor can communicate this sort of thing as (s)he signs off on your essay.
2. **Initiative:** This refers to the way you find solutions to problems by visualizing possibilities. Also the extent to which you show that you have read and followed the criteria and used the guide(s) as a springboard for creating your own ideas. Your advisor can communicate this to the examiner.
3. **Depth of understanding and insight:** In doing the above, you work hard to gather research that demonstrates a solid knowledge about your topic and an ability to express that knowledge in an appropriate way. Your essay should show evidence of this for your examiner to see.
4. **Inventiveness and flair**: This aspect refers to the uniqueness and creativity that you demonstrate in your style of writing and in your presentation of fresh ideas. The examiner should be able to see this as (s)he reads your work.
5. THE IMPORTANCE OF FORMATTING YOUR ESSAY CORRECTLY

Format is a part of this criterion—otherwise known as “Formal Presentation” and is explained as follows:

**Criteria I: Formal presentation (Up to 4 points)**

**The extent to which the layout, organization, appearance, and formal elements of the essay consistently follow a standard format. The formal elements are: title page, table of contents, page numbers, illustrative material, quotations, documentation, (including references, citations, and bibliography), appendices (if used), and word count**.

* **NOTE:** (See page 27 for more information on word count.)
* The mention of “standard format” which includes the general layout of your essay page by page. (See Guide, pgs. 14-16)

**Standard format also refers to:**

1. Proper sequence of pages
2. Headings and titles
3. Spelling, grammatical construction, capitalization, punctuation,
4. Standard MLA (or other documentation method) for citation of sources.
5. Format for illustrations and their citations:

\* Illustrations usually appear in the form of photocopies, graphs, tables, charts, maps, and diagrams. Anything you design on your own does not need citation. But anything you derive from a book or other resource does need to be cited. This citation should appear just below the illustration and should name the source from which the idea came. (See page 25 in your general guide for more.)

FOR FURTHER HELP SEE PGS. 14-16 AND 27-32 IN YOUR GUIDE.

ACTIVITY: Directions for Assignment “Making your Mock-up Copy”

The purpose of this exercise is to acquaint you with the format for your extended essay. The idea here is for you to create an Extended Essay File on which you will actually draft your essay. (Avoid drafting your essay anywhere else… or you will more likely forget proper format make mistakes, and have to redo your work!)

WHAT TO DO:

When you receive your sample Mock-up Copy you can begin your work.

1. Create a file for yourself.
2. Copy the dark print items exactly as you see them. (Do not include those in italics. They are for information only.)
3. Set up a “running head” like the sample copy. This should be done so that it will automatically number your pages in sequence as you add information to each section of your essay.
4. The “000” in the running head at the upper right corner is your candidate number. If you know it now, go ahead and type it in. If not type in 000 and remember that you will need to fill it in before handing in your first draft
5. On the cover page… make sure your name box (lower right) has six lines as shown and a straight left margin, even though it is typed on the right half of the page.
6. Your computer may want to justify the right margin. You don’t want this. So, you may have to type each line manually to make sure the left margin stays straight.
7. Set up titles for the 6 remaining pages: Abstract, Table of Contents, Introduction, Argument, Conclusion, Bibliography. (In that order with running heads at the upper right on each page.)
8. When you’ve finished typing your mock-up copy, email it to yourself or print it out so you can bring it home to type it again on your computer.

Following is a copy of the final checklist for drafting your EE during the summer. You are encouraged to check it off yourself to see if you have included all the recommended items and ensure the best score possible.

NOTE: Below is a list of the ten General Criteria for the EE. (Excluding holistic judgment)

If, after a **quick glance** through the essay, there is evidence that a criterion has been met, a check under the *yes* column in marked. If there is no evidence, or the evidence is not clear a minus (-) is marked in the no column. Any underlined or highlighted items below indicate there is evidence that certain special aspects of a criterion are incomplete, or missing.

**YES** **NO** **CRITERIA A THROUGH J** :

\_\_\_\_ \_\_\_ **A. Research question:** Is clearly stated early in the intro. Includes SAT +2PV + TOM

\_\_\_ \_\_\_\_ **B. Introduction:** Includes: Statement of purpose, research question, background information why it’s worthy of study, and explains how investigation will be conducted.

\_\_\_ \_\_\_\_ **C. Investigation:** Shows planning. Data gathered is relevant to research question.

\_\_\_ \_\_\_\_ D. **Knowledge of topic:** Terms, concepts, data are accurate, thorough & relative to chosen topic.

\_\_\_ \_\_\_ **E. Reasoned argument:**

1. A clear, sequenced argument presents at least 2 specific points of view.
2. Facts for each view are substantiated by quotes referenced (Author/pg #)

\_\_\_ \_\_\_\_ **F. Analysis and evaluation:** Concentrates on depth—not breadth.

1. Is an investigation- not a descriptive narrative report.
2. Uses at least 10 sources. 20-30 citations with comments on quotes.
3. Materials, sources, and data are presented, explained, and broken into parts

with subheadings and a good blend of views including student’s v expert’s.

1. Quotes are introduced, cited, and commented on.
2. Sources analyzed re: interpretation, consistency, discrepancy, limitation, bias, & reliability.

\_\_\_ \_\_\_\_ **G. Use of language appropriate to the subject:**

Appropriate terms, concepts, and theories are defined and explained clearly in intro.

\_\_\_ \_\_\_\_ **H. Conclusion:** Is clearly stated and titled. Includes no new information.

1. Shows relation to research question. Presents evidence supporting or refuting thesis.
2. Includes evaluation of plan of investigation and unresolved questions.

\_\_\_\_ \_\_\_\_ **I. Formal presentation:** (Essay is double spaced.) Includes: Word count.

1. Title page, running heads correctly formatted according to mock-up copy.
2. Table of contents expanded to include sub headings.
3. Introduction, argument and conclusion: (Titled in essay)
4. Subheadings in body of essay (Not applicable for Language Arts)
5. Bibliography is in ABC order according to author’s last name. Listings complete.

\_\_\_ **\_\_\_\_\_ J Abstract:** Word count lower left. No more than 300 words. Includes three paragraphs.

Statement of purpose, research question, key points, sources (primary/secondary & findings (and whether or not these findings support your original thesis.