

IA Final submission (read and follow carefully):

1. Set up a shared folder in the submariner folder titled 'IA Class of 23'. Use your **FAMILY NAME+ FIRST NAME + PERSONAL CODE** to name the folder:

Link is here: https://drive.google.com/drive/u/0/folders/1IbLCgGcd7X1HSKhIpH3Uw_E1qJHWEvJo

ELECTRONIC COPY

2. **Electronic copy:** Submit **ONE** pdf for all 3 commentaries as well as the 3/CSE form so you will submit **2** files in total to the shared folder. This folder should have your full name + personal code.

Remember this folder has your family name + first name + personal code.

3. The CSE form is available on the website in Assessment-Internal Assessment Webnote **516** and it is submitted as a separate file to the shared folder. Be sure that each your IA file contains the ISD cover page, the article and your commentary.)

Remember the 2 files should only be named as follows: CSE + personal code and Final IA + personal code.

HARDCOPY

4. **Hardcopy:** Each portfolio (CSE + IA 1 +IA2+IA3) should be presented/hardcopy/bound with front + back cover. Complete + submit webnote 511 for each commentary with your hardcopy. Use following sequence (a-d) for each IA (note that the cover page must be the completed CSE form):

Each IA should contain the following:

- a. ISD Coverage (ONLY USE WEBNOTE **517**)
- b. Article/highlight the parts you used
- c. Commentary 800 max word
- d. *511 self-assessment for each IA (hard copy only)*
- e. *502 matrix (optional). Use this to see how each IA has improved since 1st draft*

PRESENTATION GUIDELINES

5. use 1.5 *or* double spacing. Print single sided only.
6. In the CSE form be sure to enter the full source url for each of your articles.
7. For each IA submission put a full title: Use Heading/Title on each = Title of news article (not included in word count). See Webnote **505** for suggestions on how to improve your IA. THIS HAS SEVERAL CHECKLISTS TO IMPROVE YOUR WORK.
8. See webnote **530** for full IB Guidelines for economics IA
7. **Note carefully:**
 - **Electronic COPY complete CSE coverage + point 4 (a-b-c) above.**
 - **Hard COPY complete CSE coverage + (4) abcd above (e-optional).**