

2014/15 Guidance notes - coordinators

Level 3 Extended (7993) Project

Guidance notes for centre coordinators on completing the *Candidate record form, Production log and Assessment record*

Centre coordinators

These notes should be read in conjunction with overall guidance and advice on the delivery and assessment of the Extended Project provided in the specification, support material and training provided by AQA.

Introduction

The *Candidate record form, Production log & Assessment record* is presented as one 15 page booklet. It is expected that candidates should 'own' their log booklet but some pages in the list below are for completion by the supervisor (*sup*) and one page is for completion by you as the centre coordinator (*coord*). Pages 1-3 constitute the formal Candidate record form as referenced in general AQA coursework submission instructions.

1	Candidate declaration	
2	Submission checklist	<i>sup</i>
3	Record of marks	<i>sup</i>
4	Contents	
5	Record of initial planning	
6	Project proposal (Part A)	
7	Project proposal (Part B)	<i>sup</i>
8	Project approval (Part C)	<i>coord</i>
9	Plan at start of project	
10	Mid-project review	
11	End-of-project review	
12	Summary	
13	Presentation record (Part A)	
14	Presentation record (Part B)	<i>sup</i>
15	Reflection	

The candidate's final submission should include all fifteen pages firmly attached to the written report and any additional assessment evidence (specification 2.5.1 Assessment evidence).

The full booklet can be downloaded from the AQA website. Depending upon the circumstances in your centre you may choose to issue complete booklets at the start or to issue appropriate sections to candidates/ supervisors as required.

The booklet is available in portable document format (.pdf) for best printing, distribution and completion in hard copy. Alternatively, a Microsoft Word version (.doc) is available for use in a network or virtual learning

environment (VLE) and/ or electronic submission. If used for electronic submission it is acceptable for 'electronic signatures' to be used by supervisors on most pages (ie typed initials) but you are **required** to arrange for a copy/ printout to be made of page 1, signed by candidates and stored carefully. It would be good assessment practice to treat page 3, pages 6–8 and page 14 in a similar manner.

Pages 2 & 3 Submission checklist and Record of marks

Before supervisors make any assessment it is important that you have arranged appropriate assessment training for supervisors based on the material available from AQA and from AQA standardising meetings. Supervisors should then complete this page having made their assessment **after** complete submission of all remaining pages and the project product.

You will wish to provide appropriate centre deadlines for completion of this task.

You should then arrange for appropriate internal standardising of marks before submission of the marks to AQA.

Page 5 Record of initial planning

You may wish to ask candidates to complete the first two questions on this page as part of an introduction to the project process and in order to aid your allocation of supervisors. If so, it is important that such allocation takes place relatively quickly so that candidates do not proceed too far without individual guidance from their supervisor.

Pages 6 & 7 Project proposal (Parts A and B)

These pages form part of the required project approval process. You may wish to provide deadlines or 'windows' for completion of these pages by candidates and their supervisors.

It is important to ensure that these pages are completed before substantive work is undertaken and that both supervisors and candidates understand the need for your formal approval before any major investment in planning, resources or time.

Page 8 Project approval (Part C)

You should ensure that this page is completed in a timely manner and that pages 6, 7 and 8 are promptly returned/ made available to the candidate.

Supervisors are provided with a basic checklist (specification 2.4):

1. Is the topic to be researched, or the activity or task to be carried out, suitable for the Extended Project?
2. Does the title of the project and proposed action allow the learner to investigate and to access the higher-level concepts and skills in the learning outcomes and assessment objectives, ie plan, research, analyse, evaluate and explain, rather than simply describe and narrate?
3. Are the title and proposed action clear and focused on an issue which can be managed within the timescale, available resources and word total?
4. Do the title and proposed action indicate that the learner will be capable of investigating and researching the topic or carrying out the activity or task independently and within appropriate ethical or methodological guidelines?
5. Is there a danger that the learner will be unable to approach the project impartially and in a balanced way?
6. Is the learner likely to face difficulties understanding the themes and issues associated with the project topic?
7. Does the project topic either complement and develop the main learning programme and/ or support the learner's progression and development?

Before approving the project and allowing substantive work to proceed, you are required to

satisfy yourself that the project as proposed can meet the learning outcomes, aims and requirements as described in the specification (particularly 1.3 Learning outcomes, 2.1 Aims, and 2.5.1 Assessment evidence).

The supervisor will also have confirmed that no work to be submitted for the Extended Project Qualification is also to be submitted, or has been submitted, for any other accredited qualification(s). You should be satisfied that this is the case, investigating if necessary. If the project is properly extending work completed for other qualifications it is good practice to ensure that a copy of that work is made so that it is available to yourself and the supervisor at the time of final assessment.

Where a project is to be an individual contribution to a group product you should be satisfied that the proposals are each the work of individual candidates who have outlined clearly defined and distinct work. Groups should not contain more than four members.

It is important to remember that you are giving approval of an initial plan that will be developed and built upon by the candidate.

In approving a project, you may wish to add advice on this page but it is important that you do not unnecessarily remove the autonomy of the candidate (eg "You may find it helpful, after some further research, to discuss with your supervisor a more defined/ focused question." rather than "You must focus your work more so change your title to, '.....'"). It is for the supervisor to give guidance in discussion with the candidate and for the candidate to decide and implement their own plan.

You should approve the project 'subject to the implementation of the centre coordinator's recommendations' where it is essential that your recommendations are met (eg for ethical or health & safety reasons). They must be clearly stated and moderators will expect any such additional requirements to be met before any marks are awarded.

If you cannot approve the project the candidate and/ or supervisor should complete a new proposal. Only the finally approved proposal/ approval need be included in the final document for submission but the candidate might be expected to refer, in describing their planning, to the discussion this process will have initiated.

If you are the centre coordinator but also the candidate's supervisor you should arrange to discuss the proposal with another appropriate person at your centre (your lead assessor, your line-manager, the examinations officer or another experienced supervisor) and have them countersign this page.

AQA offers further training and accreditation for Centre Coordinators. You should seek advice from your appointed adviser (a member of the moderation team) or contact the subject office (aqaprojects@aqa.org.uk) if in doubt on the approval of any project.

Page 14 Presentation record (Part B)

This page, completed by the supervisor, provides assessment evidence of the presentation. The required elements are:

1. evidence of form and content
2. evidence of quality of delivery
3. evidence of understanding (issues and/ or process) shown by the candidate in response to questions.

Presentations may take a variety of forms and it may be appropriate to provide additional assessment evidence eg extracts of recordings with accompanying notes, witness statements from audience members, copies of handouts, printouts of presentation slides, speaker's notes, etc.

In the particular circumstances of presentations in your centre you may wish to use your own version of this form. This is permissible as long as it includes formal confirmation by the supervisor that the evidence requirements are met.

2014/15 Guidance notes - supervisors

Level 3 Extended (7993) Project

Guidance notes for supervisors on completing the *Candidate record form, Production log and Assessment record*

Supervisors

These notes should be read in conjunction with the specification and guidance provided by your centre coordinator.

Introduction

The *Candidate record form, Production log & Assessment record* is presented as one 15 page booklet. It is expected that candidates should 'own' their log booklet but some pages in the list below are for completion by you as the supervisor (*sup*) and one page is for completion by your centre coordinator (*coord*). Your signature on these pages confirms the candidate's record of these significant review meetings. Pages 1-3 constitute the formal Candidate record form as referenced in general AQA coursework submission instructions.

1	Candidate declaration	
2	Submission checklist	<i>sup</i>
3	Record of marks	<i>sup</i>
4	Contents	
5	Record of initial planning	
6	Project proposal (Part A)	
7	Project proposal (Part B)	<i>sup</i>
8	Project approval (Part C)	<i>coord</i>
9	Plan at start of project	
10	Mid-project review	
11	End-of-project review	
12	Summary	
13	Presentation record (Part A)	
14	Presentation record (Part B)	<i>sup</i>
15	Reflection	

The candidate's final submission should include all fifteen pages firmly attached to the written report and any additional assessment evidence (specification 2.5.1 Assessment evidence).

Depending upon the circumstances in your centre your coordinator may be issue complete booklets at the start or appropriate sections as required.

You may be provided with hard copy booklets or electronic versions on a network or virtual learning environment (VLE). If you are using electronic versions it is acceptable for 'electronic signatures'

to be used on most pages (ie typed initials) but your centre will require a copy/ printout to be made of page 1, signed by the candidate. Your coordinator may treat page 3, pages 6-7 and 14 in a similar manner.

Pages 2 & 3 Submission checklist and Record of marks

After complete submission of all remaining pages and the project product, and the presentation you should make your assessment and complete these pages.

Your coordinator will have made appropriate arrangements for internal standardising and/ or assessment training.

Your coordinator is likely to set centre deadlines for completion of this task that may involve you in further centre moderation procedures if necessary.

Page 6-7 Project proposal (Parts A and B)

These pages form part of the required project approval process. Your coordinator may provide deadlines or 'windows' for completion of these pages by your candidate(s) and yourself.

It is important to ensure that these pages are completed before substantive work is undertaken. Recognise that formal approval by your centre coordinator on behalf of AQA should be obtained before any major investment in planning, resources or time

Page 7 Project proposal (Part B)

You should complete the page based on information provided by the candidate on page 6 and your background knowledge gained through initial discussion.

You may find it helpful to refer to the following basic checklist (specification 2.4):

1. Is the topic to be researched, or the activity or task to be carried out, suitable for the Extended Project?
2. Does the title of the project and proposed action allow the learner to investigate and to access the higher-level concepts and skills in the learning outcomes and assessment objectives, ie plan, research, analyse, evaluate and explain, rather than simply describe and narrate?
3. Are the title and proposed action clear and focused on an issue which can be managed within the timescale, available resources and word total?
4. Do the title and proposed action indicate that the learner will be capable of investigating and researching the topic or carrying out the activity or task independently and within appropriate ethical or methodological guidelines?
5. Is there a danger that the learner will be unable to approach the project impartially and in a balanced way?
6. Is the learner likely to face difficulties understanding the themes and issues associated with the project topic?
7. Does the project topic either complement and develop the main learning programme and/ or support the learner's progression and development?

You should ensure that you provide, succinctly, evidence that will satisfy your coordinator and AQA moderators that the project as proposed can meet the learning outcomes, aims and requirements as described in the specification (particularly 1.3 Learning outcomes, 2.1 Aims, and 2.5.1 Assessment evidence).

You are also asked to confirm that no work to be submitted for the Extended Project Qualification is also to be submitted, or has been submitted, for any other accredited qualification(s). You should be satisfied that this is the case, approaching subject teachers if

necessary. If the project is properly extending work completed for other qualifications it is good practice to ensure that a copy of that work is made so that you have it available when you make the final assessment.

Where a project is to be an individual contribution to a group product you must discuss each proposal with the candidates individually and confirm that they have outlined clearly defined and distinct work. Groups should not contain more than four members.

If you are unsure about any aspect of the feasibility or validity of the proposal as an extended project you should seek advice from your centre coordinator who may, in turn, approach AQA for further advice if necessary.

When complete the proposal (pages 6 and 7) should be submitted promptly to your centre coordinator.

It would be good assessment practice to keep copies of pages 6, 7 and 8 for your own records.

Page 14 Presentation record (Part B)

This page provides assessment evidence of both the content and of the quality of the presentation. The required elements are:

1. evidence of form and content
2. evidence of quality of delivery
3. evidence of understanding (issues and/ or process) shown by the candidate in response to questions.

Presentations may take a variety of forms and it may be appropriate to provide additional assessment evidence eg extracts of recordings with accompanying notes, witness statements from audience members, copies of handouts, printouts of presentation slides, speaker's notes, etc.

Your coordinator may provide an alternative record form more appropriate to the particular circumstances of presentations in your centre. This is permissible as long as it includes formal confirmation by you that the evidence requirements were met.

2014/15 Guidance notes - candidates

Level Extended (7993) Project

Guidance notes for candidates on completing the *Candidate record form, Production log and Assessment record*

Candidates

These notes should be read in conjunction with the guidance provided by your supervisor.

Introduction

As you work on your extended project you are asked to keep a brief record of your work as it progresses and your reflections upon the process. This will be used as part of the assessment of your developing skills and should provide a useful framework for your planning.

It is intended that the notes you add should be succinct - brief and to the point. You may add further material (copies of planning notes, research notes, drafts, etc) but in most cases your supervisor, having seen and noted them, will advise you that this is unnecessary. It is important that you pay some attention along the way to what you are doing and how you are doing it rather than simply concentrating on the end product. The log is a record of your journey, not an end in itself.

The *Candidate record form, Production log & Assessment record* is presented as one 15 page booklet. The record as a whole is yours, but some pages in the list below (indicated by the † symbol) are for completion by school/ college staff. The remaining pages are for completion by you – in some cases you need to ask your supervisor to counter-sign your record of significant review meetings.

1	Candidate declaration	
2	Submission checklist	
3	Record of marks	†
4	Contents	
5	Record of initial planning	
6	Project proposal (Part A)	†
7	Project proposal (Part B)	†
8	Project approval (Part C)	
9	Plan at start of project	
10	Mid-project review	
11	End-of-project review	
12	Summary	
13	Presentation record (Part A)	
14	Presentation record (Part B)	†
15	Reflection	

Your final submission will include all fifteen pages firmly attached to your written report and any additional assessment evidence.

Depending upon the circumstances in your school/college your supervisor may issue complete booklets at the start or with appropriate sections as required.

You may be provided with hard copy booklets or electronic versions on a network or virtual learning environment (VLE). If you are using electronic versions your supervisor will require you to sign a copy/ printout of page 1. Your supervisor may treat page 6 in a similar manner.

Page 1 Candidate declaration

You should complete this page when you have finished your project and presentation. All other pages (except pages 2 and 3) should be complete. Follow your supervisor's instructions for submitting your work.

Pages 2 & 3 Submission checklist and Record of marks

These pages are for completion by your supervisor after you have finally submitted your work. You should leave them blank. Note that the marks your supervisor records may later be modified during an internal standardisation process within your school/ college or by AQA moderation of the marks at your centre.

Page 4 Contents

This page may be completed as you finish and are compiling your work for submission. However you find it more helpful to complete it as you go along in order to help track your progress. Your supervisor will advise you.

Page 5 Record of initial planning

You should complete this page during or after your first meeting(s) with your supervisor to discuss your project and plan your project proposal.

Your supervisor may ask you to complete the first two questions in preparation for your first meeting, or your centre may ask you to complete the first two questions before allocating you a supervisor.

If you do not complete the page during your meeting you should ensure that your supervisor sees your record and has the opportunity to comment before you complete page 5.

Page 6 Project proposal (Part A)

This page is part of a formal approval process of your project by AQA. It is important that you complete the form succinctly but accurately. It is the initial proposal and it is expected that you will develop and refine your ideas as your work progresses.

Your proposal should be based upon your preliminary discussions with your supervisor who will give you instructions on how you have to formally submit this page.

Pages 7 & 8 Project proposal and approval (Parts B and C)

These pages are for completion by your supervisor and the Extended Project Qualification coordinator accredited by AQA in your centre. Your supervisor should be able to give you information on the approval process at your school/ college.

The forms should be returned to you soon after you submit your project proposal. It is important that your project is formally approved before you make any major investment in planning, resources or time.

Page 9 Planning review

You should complete this page during or after your meeting with your supervisor to discuss your project's approval (the return of page 8).

Your supervisor may ask you to complete the first question in preparation for your meeting. If you do not complete the page during your meeting you should ensure that your supervisor sees (and initials) the page and has the

opportunity to comment before you proceed too far with your work.

Page 10 Mid-project review

You should complete this page during or after this major meeting with your supervisor to discuss your progress and the project production. Your supervisor will agree with you the appropriate point to hold this 'mid-project review' but it is likely to be when you have completed most of your research and/ or preparatory work and before commencing the writing of your report or any other final production.

It is at this meeting that you will confirm aims for your final project product (which may have changed from your initial proposal - in title or form - as your work developed) and discuss provision of any additional assessment evidence that your supervisor may suggest.

You may also wish to discuss plans for your final presentation.

If you do not complete the page during your meeting you should ensure that your supervisor sees your record and has the opportunity to comment before you proceed too far towards completing your work.

Page 11 End of project review

You should complete this page during or after your meeting with your supervisor when you are at or near the completion of your project product.

If you do not complete the page during your meeting you should ensure that your supervisor sees your record and has the opportunity to comment before final submission.

Page 12 Summary

When you have completed your project product you should complete this page as a formal 'abstract' of your written report.

If your report accompanies work in another form you should add a brief outline description relating your additional product to the ideas in your written report.

Page 13 Presentation record (Part A)

This page forms a record of your planning for your presentation. You should complete it as you prepare and rehearse.

It is important that you discuss the practicalities and organisation of your presentation with your supervisor.

Page 14 Presentation record (Part B)

This page is for completion by your supervisor. You should have it completed and returned to you soon after your presentation.

Page 15 Reflection

This page should be completed after all your project work and the presentation have been completed. You may also have had a final celebratory meeting with your supervisor.

Here is your opportunity to reflect on all that you have learned - both about the specific issues and content of your project and about project management in general and the skills that you have developed.

When you have completed this page you should follow your supervisor's instructions for the collation of your work, completion of Page 1, and final submission for assessment.