

Level 3 Extended Project Production Log

You can print out this form, fill it in and either scan it and e-mail it to epq@aqg.org.uk or post it to: Extended Project, AQA, Stag Hill House, Guildford, GU2 7XJ.

Candidate name:

Candidate number:

Extended Project Working Title:

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Note: *This production log should consist of the following pages. Additional journal material, planning evidence, research evidence, records of meetings with your supervisor, etc. may be added in each section.*

	Date completed
Record of initial planning meeting	
Project Proposal Form (already completed)	
Plan at start of project	
Mid-project review	
End-of-project review	
Summary	
Presentation record	
Reflection	

Extended Project Final Title:

Candidate's signature: Date:

Supervisor's signature: Date:

Record of initial planning meeting(s)

This form records initial meeting(s) with your supervisor to agree your project proposal.

Your first idea for topic/title:

Your first ideas for research and development of your project:

Your supervisor's main comments and advice:

Changes, clarifications or additions you have made as a result of your discussion with your supervisor:

Supervisor's initials:	Date:
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Plan at start of project

This form records your outline plan at the start of your work.

Outline the next steps in your planned research/initial development:

Your supervisor's main comments and advice:

Changes, clarifications or additions you have made as a result of your discussion with your supervisor and/or the comments from AQA
Adviser:

Supervisor's initials:	Date:
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Mid-project review

This form records your outline plan about half-way through your work.

Outline the successes, failures, additions and/or changes you made as you followed your *Plan at start of project*:

Outline your planned steps to complete your project:

Your supervisor's main comments and advice at this stage:

Changes, clarifications or additions you have made as a result of your discussion with your supervisor at this stage:

Supervisor's initials:	Date:
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End-of-project review

This form records the (near) completion of your product.

Outline the successes, failures, additions and/or changes you made as you followed the plan in your *Mid-project review*:

Outline any additional advice or comment that you received from your supervisor during this final stage:

Changes, clarifications or additions you made as a result of discussion with your supervisor in this final stage:

Supervisor's initials:	Date:
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Summary

This form records the nature of your product

Outline (50 – 150 words) the nature of your final product, its main content and its conclusion:

Presentation record

This form records your presentation and its preparation

Outline the nature of your presentation (e.g. timing, audience, use of visual aids, slides, notes used, etc.):

Briefly list the main content of your presentation:

Supervisor's signature:

Date:

Reflection

This form is to record your own evaluation when you have completed your project and given your presentation

Briefly summarise your main learning from completing this project. You might include new knowledge or expertise that you enjoy or find valuable, a consideration of your planning and organisation, changes you would make if you undertook such work again, advice you would give to others undertaking such a project.