



Notes on completion of the Project Production Log & Assessment Record 2008/9

Notes for 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.

Form of the *Project Production Log & Assessment Record*

The *Project Production Log & Assessment Record* is presented as a series of 14 pages:

1	Candidate declaration
2	Record of marks
3	Contents
4	Record of initial planning
5–7	Project Proposal (Parts A, B and C)
8	Plan at start of project
9	Mid-project review
10	End-of-project review
11	Summary
12–13	Presentation record (Parts A and B)
14	Reflection

The candidate's final submission should include all 14 pages firmly attached to the written report and any additional assessment evidence. The majority of the pages are for completion by the candidate, but page 2 is for completion by the supervisor as the final assessment of marks, pages 6 and 7 are completed by the supervisor and the centre coordinator as part of the formal project approval process, and page 13 is completed by the supervisor in order to provide assessment evidence of the presentation.

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

The pages may be distributed and completed electronically 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 (i.e. type in 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 2, pages 5–7 and page 13 in a similar manner.

Page 2

Before they 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 centre standardising of marks before submission of the marks to AQA.

Page 4

You may wish to ask candidates to complete the first two questions 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 supervisor guidance.

Pages 5 & 6

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

Page 7

This is the final part of the formal project approval process. You should ensure that this page is completed in a timely manner and that pages 5, 6 and 7 are promptly returned to the candidate. A basic checklist appears in the specification (1.4):

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, i.e. 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?
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. If the Extended Project is part of a Diploma, does the project topic either complement and develop the Principal Learning component of the Diploma or support the learner's progression and development?

If you are the candidate's supervisor you should arrange for another appropriate person at your centre (e.g. an experienced supervisor, your line-manager, the examinations officer) to complete this page.

AQA offers further training for Centre Coordinators. You should seek advice (aqaprojects@aqa.org.uk) or as advised at training workshops) if in doubt on the approval of any project.

Page 13

You may wish to supply an approved alternative record of presentation evidence. The required elements are:

1. evidence of form and content
2. evidence of quality of delivery
3. evidence of understanding shown by the candidate in response to questions.

Presentations may take a variety of forms and assessment evidence may be provided in a variety of ways (e.g. extracts of recordings with accompanying notes, 'witness statements' from audience members).

Several approved alternative pages are available to suit particular circumstances and it is permissible for centres or individual supervisors to use their own format as long as you formally confirm that the evidence requirements are met.



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Notes for Supervisors

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

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14	Reflection

The candidate's final submission should include all 14 pages firmly attached to the written report and any additional assessment evidence. The majority of the pages are for completion by the candidate, but page 2 is for completion by the supervisor as the final assessment of marks, pages 6 and 7 are completed by the supervisor and the centre coordinator as part of the formal project approval process, and page 13 is completed by the supervisor in order to provide assessment evidence of the presentation.

Depending upon the circumstances in your centre you may be issued with complete booklets at the start or with appropriate pages as required.

The pages may be distributed and completed electronically 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 on most pages (i.e. type in initials) but your centre is **required** to arrange for a copy / printout to be made of page 1, signed by candidates and stored carefully. Your centre coordinator may treat page 2, pages 5–7 and page 13 in a similar manner.

Page 2

You should complete this page having made your assessment after complete submission of all remaining pages and the project product.

Page 6

This page forms part of the formal project approval process. You should complete the page based on

information provided by the candidate on page 5 and your background knowledge from discussion with the candidate during initial planning.

It should be submitted promptly to your centre coordinator (together with a copy of page 5 if separate pages are being used).

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.

It would be good assessment practice to keep copies of pages 5, 6 and 7 for your own records.

Page 13

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 shown by the candidate in response to questions.

Presentations may take a variety of forms and assessment evidence may be provided in a variety of ways (e.g. extracts of recordings with accompanying notes, 'witness statements' from audience members).

Several approved alternative pages are available to suit particular circumstances and it is permissible for you to use your own format as long as your centre coordinator confirms that the evidence requirements are met.



Notes on completion of the Project Production Log & Assessment Record 2008/9

Notes for Candidates

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

The *Project Production Log & Assessment Record*

As you work on your extended project you are asked to keep a brief record of your work. 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. The importance is 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 not an end in itself.

Your *Project Production Log & Assessment Record* is presented as a series of 14 pages:

- | | |
|-------|-------------------------------------|
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| 11 | Summary |
| 12–13 | Presentation record (Parts A and B) |
| 14 | Reflection |

Your final submission should include all 14 pages firmly attached to your written report and any additional evidence. The majority of the pages are for completion by the you, but page 2 is for completion by your supervisor as the final assessment of marks, pages 6 and 7 are completed by your supervisor and the centre coordinator as part of the formal project approval process, and page 13 is completed by your supervisor in order to provide information about your presentation.

Depending upon the circumstances in your centre you may be issued with complete booklets at the start or with appropriate pages as required.

If you are completing pages on-line it is acceptable for electronic 'signatures' to be used on most pages (i.e. you or your supervisor type in initials) but your centre is **required** to arrange for a copy / printout to be made of page 1, signed by you and stored carefully. Your centre may treat page 5 in a

similar manner.

Page 1

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

Page 2

This page is for completion by your supervisor after you have finally submitted your work. You should leave it blank.

Page 3

This contents page may be completed as you finish and are compiling your work for submission, or may be completed as you go along in order to help track your progress. Your supervisor will advise you.

Page 4

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

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 (and initials) the page and has the opportunity to comment before you complete page 5.

Page 5

This page is part of a formal approval process of your project by AQA. You should complete the page based upon your preliminary discussions with your supervisor. Your supervisor will give you instructions on how and when you have to formally submit this page as your 'project proposal'.

Pages 6 & 7

These pages are for completion by your supervisor and your centre coordinator. You should have them completed and returned to you soon after you submit your project proposal. Your supervisor should be able to give you information on the approval process at your centre.

have developed.

Page 8

You should complete this page during or after your meeting with your supervisor to discuss your project's approval (the return of page 7). 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 9

You should complete this page during or after your meeting with your supervisor to discuss your progress. 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 are commencing the writing of your report or the other product. 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 towards completing your work.

Page 10

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 (and initials) the page and has the opportunity to comment so that you can make last minute adjustments to improve your work if necessary.

Page 11

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 12

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 13

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

Page 14

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 what you have learned about project work and the skills that you