2027 candidate record form, production log and assessment record

Level 2 Higher Project (7992)

Complete a form for every candidate. For candidates in the moderation sample, upload the form with their project through Centre Marks Submission.

Centre number _____ Centre name _____

Candidate number _____ Candidate name _____

Notice to Candidates

1. **The work you submit for assessment must be your own.**
You must not plagiarise. This means you must not take someone else's words, thoughts, ideas or outputs and try to pass them off as your own.

2. **You must clearly reference all your sources.**
If you have used any material to create ideas for your work (like a book, journal or internet search) you must reference this, even if you haven't used exactly the same words or phrases in your own work. You must make clear which part, element or phrase you have used and say where it came from. If you receive help and guidance from someone other than your teacher, you must tell your teacher. They will then record the assistance given to you.

3. **You must clearly acknowledge and reference any use of AI.**
Sometimes you are allowed to use an AI tool to create your NEA. You must keep a copy of the original question(s) and any AI generated content you used, for example, a screenshot with a short explanation of how you used it. You must acknowledge the name of the AI tool used; the date the content was generated and the sources used by the AI tool in generating the content.
You need to hand this in with your final work so your teacher can check the AI content and how you used it.

4. **You must keep your work confidential.**
You can only share the work you submit for assessment with your teacher(s). You must not share it with anyone else, and you must not post it online.

5. **The work you submit for assessment must be produced under the conditions set out in the specification.**
Each qualification has a specific set of conditions. Your teacher will have explained the level of supervision and control necessary for this assessment.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

If you break the rules, you could get zero marks, be disqualified from the unit or subject, or even from all exams. AQA will investigate and decide what happens.

If there is anything you don't understand, please speak to your teacher before you sign the form below.

Candidate Declaration

I have read and understood the Notice to Candidates above. I declare that the work submitted for this assessment:

1. is my own work
2. has clearly referenced all sources
3. has clearly acknowledged any use of AI
4. has been kept confidential
5. has been produced under the conditions set out in the specification.

I understand that if I make a false declaration this is a form of malpractice.

We may use examples of candidate's work for standardisation or training purposes. Please see our privacy notice for more information on how we use assessment data and on your rights under data privacy legislation.

If there is anything you don't understand, please speak to your teacher before you sign the form.

Candidate signature _____ Date _____

Notice to Supervisors

You must keep a copy of the Candidate Declaration on file until the deadline for requesting a review of results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. This may be subject to inspection by a AQA and/or a JCQ Centre Inspector.

Before signing this declaration, please ensure you have read and understood the guidance produced by JCQ on authenticating candidates' work, marking candidates' work and internal standardisation. Please also ensure that you are familiar with the candidate's general standard of work.

Supervisor Declaration

I confirm that:

- all reasonable steps were taken, including steps to mitigate the risk of AI misuse, to make sure the work submitted is solely that of the candidate concerned
- to the best of my knowledge, where sources have been used that they are referenced
- to the best of my knowledge where the candidate has used AI, it has been used and acknowledged appropriately
- any help given to the candidate has been recorded below
- to the best of my knowledge the work has been kept confidential (when with the candidate) and has been securely stored by the centre (when appropriate to the assessment)
- the candidate's work was conducted under the required conditions detailed in the specification

- the marking was carried out according to the mark scheme and AI was not used as the sole form of marking; I have reviewed the work in its entirety and determined the final mark
- internal standardisation was carried out to ensure all candidates have been assessed against the same standard.

I understand that a false declaration is a form of malpractice.

Details of assistance given

Supervisor signature _____ Date _____

Submission checklist
To be completed by the supervisor

Project **working** title _____

Project **final** title _____

Form of project:

☐ Either written report

☐ Or _____ and accompanying written report

Is this project part of a group project?

☐ No

☐ Yes If 'Yes', give brief details _____

Important
Failure to complete or submit a compulsory element may result in a mark of zero being awarded

	Items that **must** be included	Notes
☐	A signed and completed *Candidate record form, production log and assessment record*	This document. All pages must be completed.
☐	Research based written report	If the project product is an artefact or a production, an accompanying research based written report is also required.
☐	Evidence of the project product	Eg photographs of artefact, investigation or production; a piece of creative writing (artefact); research based written report.
☐	Evidence of a presentation within the production log	Presentation on the project process. Where the project product is itself a presentation (for a specified audience), a presentation on the project process must also be delivered to a non-specialist audience

The taught skills element

To be completed by the supervisor

Outline details of taught skills record here details of relevant skills taught in a class/group and details of relevant skills taught individually to this candidate as described in the specification.

Record of marks

To be completed by the supervisor. Marks must be awarded in accordance with the instructions and criteria in the specification.

Summary information to show how the marks have been awarded should be given in the spaces below in addition to comments in other pages of this document and any supporting information in the form of annotations on the candidate's work.

Assessment objectives	Maximum mark	Mark awarded	Supervisor's supporting statement
AO1 Manage	10		
AO2 Use resources	10		
AO3 Develop and realise	20		
AO4 Review	10		
Total mark	50		

Supervisor's concluding comments

Internal moderation comments if appropriate

Supervisor declaration

I confirm that no work assessed for the award of the marks above is also to be submitted, or has been submitted, for any other accredited qualification(s).

Supervisor signature _____ Date _____

Record of initial ideas

To be completed by the candidate This page records initial meeting(s) with your supervisor to agree your project ideas. Additional pages can be submitted if more than one idea has been explored.

My idea(s) for topic/title

My ideas for research and development of my project

My summary of the comments and advice from my supervisor

Modifications I have made as a result of my discussion with my supervisor

Date _____

Part A – Candidate proposal
To be completed by the candidate

Working title of my Higher Project. Present the topic to be researched in the form of a short statement/question/hypothesis with clear focus.

My initial resources will be
The courses of study or area(s) of personal interest to which the topic relates
My intended product

Provide details of the courses that you are currently studying

Qualification type	**Awarding body & subject**	**Qualification type**	
eg GCSE, BTEC	*eg AQA History, OCR Computing, Pearson Mathematics*		

Candidate signature _____ Date _____

Part B – Supervisor's comments on candidate proposal

To be completed by the supervisor. Please comment below on the validity and feasibility of the candidate proposal (Part A) as an Higher Project

	Supervisor's comments
Indicate the relation to, and development/extension outside of, the main course(s) of study or interest	
Comment on the suitability of the proposed initial sources and research base	
Confirm that the project is feasible in the proposed timescale and/or indicate any potential difficulties that may prevent the candidate from meeting the assessment objectives	

Indicate the expected format of the project product that will be submitted for assessment:

☐ Research based written report

☐ Artefact (for example prototype, model, artwork, scientific investigation, creative writing) plus written report

Is the project a contribution to a group exercise?

☐ Yes If 'Yes', confirm that there is a defined individual contribution by the candidate

☐ Yes ☐ No

☐ No

List the **other** group members below.

Candidate number	Candidate name

Supervisor signature _____ Date _____

Part C – Centre coordinator's approval of candidate proposal

To be completed by the centre coordinator. If you are acting as both the centre coordinator and the supervisor, please seek counter signature from a senior colleague

Supervisor's name _____

Centre coordinator's comments on the feasibility and acceptability of the proposal (parts A & B) as an Higher Project

Status

- ☐ Approved
- ☐ Approved subject to the implementation of the coordinator's recommendations
- ☐ Resubmission required

Coordinator's name _____

Coordinator's signature _____ Date _____

Planning review

To be completed by the candidate. This page records your outline plan once your proposal has been approved.

Outline the next steps in my project.
My first steps in planning, researching and deadlines that I will set myself.

My summary of the comments and advice from my supervisor

Modifications I have made as a result of my discussion with my supervisor and/or the comments from my centre coordinator

Date _____

Mid-project review

To be completed by the candidate. This page records your outline plan when you have completed your research.

Is my project following my original plan? How has my plan developed?
What is going well? What changes have been made? Why?

My summary of the comments and advice from my supervisor

Modifications I have made as a result of my discussion with my supervisor at this stage

My final title and agreed form of project product

My planned next steps to complete my project

Date _____

Project product review

This page records the (near) completion of your project product. Outline the successes, failures, additions and/or changes you made as you followed the plan in your mid-project review

Did my project follow my revised plan (from the mid-project review)?

Did I need to do anything else to complete my project?
What do you intend to do? By when?

My summary of the comments and advice from my supervisor at this final stage

Modifications I have made as a result of discussion with my supervisor at this final stage
Do I need to do anything else to complete my product?

Date _____

Presentation record part A

To be completed by the candidate. This page records your presentation and its preparation.

Planned format of my presentation

How will you present your project? Eg PowerPoint presentation, slideshow, Prezi, display. You may choose more than one format for your presentation

Planned content of my presentation

eg visual aids, use of notes, timing, use of media etc

Modifications I have made as a result of rehearsal and/or discussion with my supervisor

Date _____

Presentation record part B

To be completed by the supervisor. Record and comment below on the delivery of the presentation.

	Supervisor's comments
The nature of the audience (include numbers of staff, students and others present)	
The nature of the presentation (include use of notes, use of display items, and use of presentation software)	
Comment on the content and delivery of the presentation (for example clarity of ideas, structure of presentation, pace, engagement with audience)	
Comment on the response of the candidate to questions that demonstrated understanding and grasp of the project and/or its production. **Give examples of questions asked and answers given**.	
Outline the nature of any additional presentation evidence that the candidate might add to this Candidate record form (eg speaker notes, handouts, presentation slides, recording).	

Supervisor signature _____ Date _____

Summary and reflection

To be completed by the candidate. This page records your own evaluation when you have completed your project product and given your presentation.

What are the strengths and weaknesses of my project?
Consider the planning, carrying out the activity and the outcomes.

What have I learnt from completing this project?
This is not just the result of the project but other skills you have acquired. You may be able to comment on how you learn.

What have I learnt from comments made by my supervisor and my peers?

What would I do differently if I had a similar project to complete?

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