2018/19 guidance notes - coordinators
Level 1 Foundation (7991) and Level 2 Higher (7992) Projects

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 Project provided in the specification, support material and training provided by AQA.

Form of the candidate record form

The candidate record form, production log and assessment record is presented as a series of 14 pages:

1	Candidate declaration
2	Submission checklist
3	Taught skills element
4	Record of marks
5	Record of initial ideas
6-8	Candidate proposal (Parts A, B and C)
9	Planning review
10	Mid-project review
11	Project product review
12-13	Presentation record (Parts A and B)
14	Summary and 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 pages 3 and 4 are for completion by the supervisor as the final assessment of marks, pages 7 and 8 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 (ie 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 4, pages 6-8 and page 13 in a similar manner.

Pages 2-4

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 these pages having made their assessment after complete submission of all remaining pages and the project product.

You should 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 5

You may wish to ask candidates to complete the first two sections 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 6 and 7

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 8

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 6, 7 and 8 are promptly returned to the candidate. A basic checklist appears in the specification (2.4):

1. Does the working title of the project and proposed action allow the student to investigate and to access the concepts and skills in the assessment objectives, i.e. plan, research, analyse, evaluate and explain, rather than simply describe and narrate?
2. Are the title and proposed action clear and focused on an issue which can be managed within the timescale, available resources and word total?
3. Do the working title and proposed action indicate that the student will be capable of investigating and researching the topic or carrying out the activity or task independently and within appropriate ethical or methodological guidelines?
4. Is there a danger that the student will be unable to approach the project impartially and in a balanced way?
5. Is the student likely to face difficulties understanding the themes and issues associated with the project topic?

If you are the candidate's supervisor you should arrange for another appropriate person at your centre (eg 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 (eg 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.

2018/19 guidance notes - supervisors
Level 1 Foundation (7991) and Level 2 Higher (7992) Projects

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.

Form of the candidate record form
The candidate record form, production log and assessment record is presented as a series of 14 pages:

1	Candidate declaration
2	Submission checklist
3	Taught skills element
4	Record of marks
5	Record of initial ideas
6-8	Candidate proposal (Parts A, B and C)
9	Planning review
10	Mid-project review
11	Project product review
12-13	Presentation record (Parts A and B)
14	Summary and 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 pages 3 and 4 are for completion by the supervisor as the final assessment of marks, pages 7 and 8 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 (ie 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 4, pages 6-8 and page 13 in a similar manner.

Pages 2-4
You should complete these pages having made your assessment after complete submission of all remaining pages and the project product.

Page 7
This page forms part of the formal project approval process. You should complete the page based on information provided by the candidate on page 6 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 6 if separate pages are being used).

If you are unsure about any aspect of the feasibility or validity of the proposal as a 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 6, 7 and 8 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 (eg 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.

2018/19 guidance notes - candidates
Level 1 Foundation (7991) and Level 2 Higher (7992) Projects

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.

The candidate record form, production log and assessment record

As you work on your 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 brief and to the point. You may add further material (copies of planning notes, information gathering 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 production log is not an end in itself.

Your candidate record form, production log and assessment record is presented as a series of 14 pages:
1   Candidate declaration
2   Submission checklist
3   Taught skills element
4   Record of marks
5   Record of initial ideas
6-8   Candidate proposal (Parts A, B and C)
9   Planning review
10   Mid-project review
11   Project product review
12-13   Presentation record (Parts A and B)
14   Summary and 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 you to complete, but pages 2-4 are for your supervisor to complete as the final assessment of marks, pages 7 and 8 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 (ie 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 6 in a similar manner.

Page 1
You should complete this page when you have finished your project, presentation and all other pages (except pages 2-4) are complete. Follow your supervisor's instructions for submitting your work.

Pages 2-4
These pages are for your supervisor to complete after you have finally submitted your work. You should leave them blank.

Page 5
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 sections 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 6.

Page 6
This page is part of a formal approval process of your project by AQA. You should complete the page based upon your early discussions with your supervisor. Your supervisor will give you instructions on how and when you have to formally submit this page as your 'candidate proposal'.

Pages 7 and 8
These pages are for your supervisor and coordinator to complete. 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.

Page 9
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 ready 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 chance to comment before you carry on too far with your work.

Page 10
You should complete this page during or after your meeting with your supervisor to discuss your progress. Your supervisor will agree with you when to hold this 'mid-project' review but it is likely to be when you have completed most of your research and/or initial selection and information

gathering 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 chance to comment before you proceed too far towards completing your work.

Page 11
You should complete this page during or after your meeting with your supervisor when you are at or near to completing 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 chance to comment so that you can make last minute changes to improve your work if necessary.

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 meeting with your supervisor. Here is your opportunity to celebrate that you have finished and reflect on what you have learned about project work and the skills that you have developed.