2018/19 candidate record form, production log and assessment record

Level 2 Higher Project (7992)

Please attach the form to your candidate's work and keep it at the centre or send it to the moderator as required. The declarations should be completed as indicated.

Centre number	Centre name

Candidate number	Candidate's full name

Work submitted for assessment **must** be the candidate's own. If candidates copy work, allow candidates to copy from them, or cheat in any other way, they may be disqualified.

Candidate declaration

Have you received help/information from anyone **other than** subject teacher(s) to produce this work?

☐ No ☐ Yes *(give details below or on a separate sheet if necessary).*

Please list below any books, leaflets or other materials (for example DVDs, software packages, internet information) used to complete this work **no**t acknowledged in the work itself. Presenting materials copied from other sources **without acknowledgement** is regarded as deliberate deception.

From time to time we use anonymous examples of candidates' work (in paper form and electronically) within our guidance materials to illustrate particular points. If your work appears in AQA materials in this context and you object to this, please contact us and we will remove it on reasonable notice.

I have read and understood the above. I confirm I produced the attached work without assistance other than that which is acceptable under the scheme of assessment.

Candidate signature.	Date

Supervisor declaration

I confirm the candidate's work was conducted under the conditions laid out by the specification. I have authenticated the candidate's work and am satisfied, (to the best of my knowledge) that the work produced is solely that of the candidate.

Supervisor signature.	Date

7992/CRF

Candidate number	**Candidate's full name**

Submission checklist

To be completed by the supervisor

Higher Project **working** title

Higher Project **final** title

Form of project

☐   Either   written report

☐   Or   and accompanying written report

Is this foundation project part of a group project?

☐   No

☐   Yes   If 'Yes', give brief details

Please note that failure to complete or submit a compulsory element may result in a mark of zero being awarded.

Select/tick	Items that **must** be included	Notes
☐	1. A signed and completed *Candidate record form, production log and assessment record*	This document. All pages must be completed.
☐	2. Research based written report	If the project product is an artefact or a production, an accompanying research based written report is also required.
☐	3. Evidence of the project product	Eg photographs of artefact, investigation or production; a piece of creative writing (artefact); research based written report.
☐	4. 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

Candidate number   **Candidate's full name**

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. Continue on a separate sheet if necessary.

Candidate number   **Candidate's full name**

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.

Skill area	Maximum mark	Mark awarded	Supervisor's supporting statement
A01 Manage	10		
A02 Use resources	10		
A03 Develop and realise	20		
A04 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

Candidate number	**Candidate's full name**

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 _____

Candidate number	Candidate's full name

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	Awarding body & subject
eg GCSE, Modern Apprenticeship, BTEC	eg AQA Mathematics, OCR Computing, WJEC English		

Notice to candidate You must not take part in any unfair practice in the preparation of project work required for assessment and you must understand that to present material copied directly from any book or any other sources without acknowledgement will be regarded as deliberate deception. If you use or attempt to use any unfair practice you will be reported to AQA and you may be disqualified from **all** subjects.

Candidate declaration
I certify that I have read and understood AQA's Regulations relating to unfair practice as set out in the notice to candidates above.

Candidate signature.	Date

Candidate number   **Candidate's full name**

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 a 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   ☐ NO

If Yes, confirm that there is a defined individual contribution by the candidate ☐ YES   ☐ NO

List the **other** group members below.

Candidate No.   Candidate Name

Candidate No.   Candidate Name

Candidate No.   Candidate Name

Supervisor signature.   Date

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Candidate number   **Candidate's full name**

Part C: Centre coordinator's approval of candidate proposal

Supervisor's name

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

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

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

Centre coordinator's name

Centre coordinator signature.   Date

Candidate number	**Candidate's full name**

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

Candidate number   **Candidate's full name**

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

Candidate number	**Candidate's full name**

Project product review

To be completed by the candidate

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

Candidate number   **Candidate's full name**

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

Candidate number   **Candidate's full name**

Presentation record part B

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

	Supervisor's record/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

Candidate number	Candidate's full name

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?