Trinity School

L3 Extended Project Qualification (EPQ)

AQA

Student Guide

2016-2017

Name: _____

Year: 12

Supervisor: _____

CONTENTS

IMPORTANT DATES

To be completed	Centre Deadline Date	Comments
Record of initial ideas		
Part A Candidate Proposal		
Part B Supervisor Proposal		
Part C Coordinator Approval		
Planning Review		
Mid-Project Review		
Project Product Review		
Presentation Record A		
Presentation dates		
Summary and Reflection		
Deadline for handing everything in		

Other dates/things to consider e.g. coursework, assessments, mock exams for other subjects:

WHAT IS THE EPQ?

It is an independent research qualification which gives you the opportunity to study something you are interested in but have never been taught.

WHAT DOES IT INVOLVE?

Under the guidance of a supervisor, you are required to choose a topic of interest and:

- Write a 5,000 word report **OR** write a 1,000 word report and produce an artefact
- Complete a production log
- Give a short presentation at the end of your project

IS THERE ANYTHING I CANNOT DO?

- A topic which you have already studied or will be studying
- A topic you are already researching for another subject e.g. History coursework
- Socially sensitive topics
- Anything where you have a personal axe to grind

HOW IS IT ASSESSED?

Evidence for assessment comes from your production log, your 5,000 word report/1,000 word report and artefact and your presentation. You will find details of the assessment objectives and available marks on page 5 and a summary of what makes a good project on page 6.
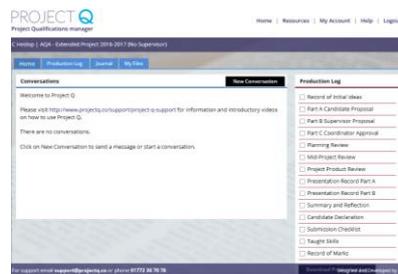
WHAT WILL I GAIN FROM COMPLETING THE EPQ?

Good question! Whether you are planning to go to university, college or straight into employment once you have finished sixth form, the EPQ is an excellent qualification to have. Why?

- It gives you the opportunity to gain knowledge and understanding of an area you wish to learn more about
- You will learn new skills and develop ones you already have
- You can gain up to 28 UCAS points A*
- You choose the topic and format so you can use it to learn something specifically relating to your chosen future career/employment or university course
- You can talk about it and use it to demonstrate your knowledge, skills and personal attributes in job applications, your UCAS personal statement or college applications
- It gives you something to talk about in job or university interviews
- The qualification can give you an advantage when it comes to applying for jobs, university or college

TAUGHT SESSIONS

Although the EPQ is an independent research qualification you will receive a number taught sessions aimed at providing you with the information and skills required to produce a successful project. These include how to reference and create a bibliography, evaluation and reflection and how to give a good presentation. Individual support will also be provided by your supervisor during your timetabled lessons.

WHAT SKILLS/KNOWLEDGE WILL I LEARN/DEVELOP?

- Working independently and research skills
- Communication skills (written and verbal)
- Managing your time and organizational skills
- Problem solving, decision making and analysing information/data
- Using sources, referencing and creating a bibliography
- Report/essay writing
- How to give a good presentation
- Evaluation and self-reflection

ASSESSMENT OBJECTIVES

Assessment Objective	Marks	Assessment Criteria
AO1 Manage • Identify the topic • Identify project aims and objectives • Produce a project plan • Complete the work applying organisational skills and strategies to meet stated objectives	7-10 marks	Clear identification of the topic to be investigated or researched and clear evidence of appropriate aims and objectives for the proposed title. Detailed project plan, with clear evidence of monitoring progress of project work against the agreed objectives.
AO2 Use resources • Obtain and select from a variety of resources • Analyse data • Apply information relevantly • Demonstrate understanding of appropriate links	7-10 marks	Evidence of detailed research involving the selection and evaluation of a wide range of relevant resources. Critical analysis and application of the resources with clear links made to appropriate theories and concepts.
AO3 Develop and realise • Problem solving • Decision making • Creative thinking • To achieve planned outcomes	14-20 marks	Candidates take appropriate decisions and appropriate data is collected and thoroughly analysed. The project plan is fully implemented to a high standard and consistent with a candidates finally agreed plan. There is clear evidence of appropriate changes to or development of the initial project plan or title or aims and objectives, with clear and appropriate reasons for any changes. Candidates communicate their findings fluently in an appropriate format, synthesising information from a variety of sources and present them within a logical and coherent structure which addresses closely the nature of the task.
AO4 Review • Communication skills • Convey and present evidenced outcomes and conclusions • Evaluate own learning and performance	7-10 marks	Detailed and careful evaluation of the strengths and weaknesses of the completed project in relation to the planning, implementation and outcomes, and the candidates own learning during the project. Material is consistently relevant, well-structured and appropriately presented. Candidates clearly communicate their findings and conclusions which are based on sound evidence and judgement.

IN SUMMARY WHAT MAKES A GOOD PROJECT?

AO1 Managing the project (10)

The candidate:

➢ Develops the project title, phrases it as a clearly focused question, hypothesis or brief, and provides a clear rationale for the project.

➢ Identifies appropriate strategies, tasks and objectives, justifies his or her choices and engages with them.

➢ Work is well-planned, well-organised, and coherent and includes appropriate autonomous review and modification.

AO2 Using resources (10)

The candidate:

➢ Uses a rich and varied range of sources of information critically and effectively, and candidate uses resources appropriately.

➢ Shows evident and well developed research skills, technical language and/or specialist vocabulary.

➢ Shows clear understanding of the complexities of the topic.

➢ Shows evidence of synthesis by making relevant links to related areas.

AO3 Developing and realising (20)

The candidate:

➢ Gives considered response to guidance and shows evidence of critical reflection, plus appropriate action on advice.

➢ References problems encountered, and justifies action taken to address these.

➢ Shows evidence of the development of skills, including underpinning ideas and concepts where appropriate, and of clear understanding of the topic area.

➢ Achieves a high quality and appropriate outcome that realises most of the intentions of the project.

AO4 Reviewing (10)

The candidate:

➢ Carries out an in-depth evaluation in relation to stated objectives and to his or her own learning and performance.

➢ Identifies reasons for any non-realisation of objectives and any flaws in the original objectives.

➢ Clearly presents the outcomes of the project, including commentary on findings and conclusions clearly related to the original objectives.

➢ Makes use of a range of appropriate presentation skills, responds well to questions and displays a clear and in-depth knowledge of their chosen topic.

THE PRODUCTION LOG AND REGISTRATION DETAILS FOR PROJECTQ

The Production log is a document that you use to record your journey through the project process. It provides the 'backbone' of your project and is completed online using **Projectq.**

The EPQ is a process-based qualification. The outcome, whether it be an essay/report or artefact is important but your production log is just as important. It is used to chart your progress from initial ideas, through your research to completion of your project and evaluation. The log as a whole is yours, but some pages are for completion by school staff. You will see the pages of your log along the right hand side of the page on Projectq.

Production Log

- ☐ Record of Initial Ideas
- ☐ Part A Candidate Proposal
- ☐ Part B Supervisor Proposal
- ☐ Part C Coordinator Approval
- ☐ Planning Review
- ☐ Mid-Project Review
- ☐ Project Product Review
- ☐ Presentation Record Part A
- ☐ Presentation Record Part B
- ☐ Summary and Reflection
- ☐ Candidate Declaration
- ☐ Submission Checklist
- ☐ Taught Skills
- ☐ Record of Marks
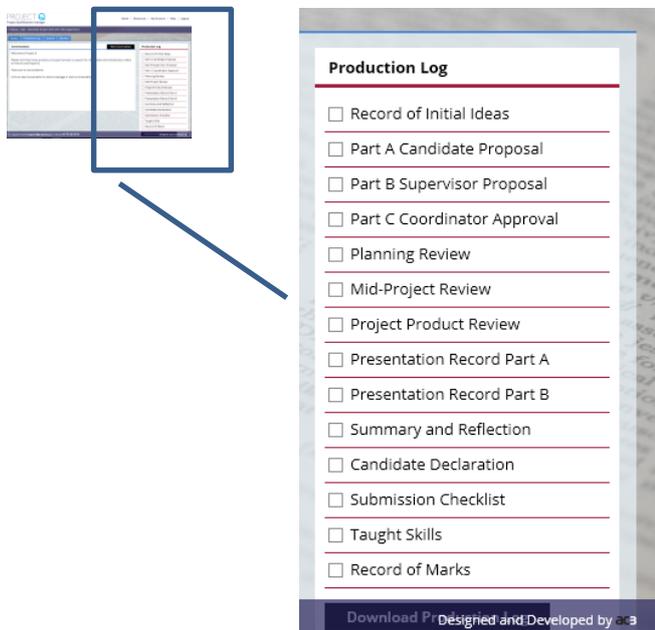
To use it you will first need to register to the system. In order to do this you need to do the following:

1) From your Internet Browser type the web address: **https://my.projectq.co**

2) Click on Register

3) Enter Course Reference: **362**

4) Enter Course Code: **02524**

5) Register your details

Please make sure that you:

- Register using your full name and capital letters
- Use an e-mail address that you check regularly
- You input candidate number
- The username you use when you log on is the e-mail address you registered with

PRODUCTION LOG PAGES

Your supervisor and coordinator have access to your log at all times and each page of your log needs signed off by your supervisor as you complete it. Once a page is locked amendments cannot be made unless the coordinator unlocks it. The following pages contain an overview of each page of the log. You will receive further information on completing each page throughout your EPQ journey.

RECORD OF INITIAL IDEAS

This is where you log your initial ideas for your project. It is ok if you have more than idea.

However if you do it is important that you make the reasons for taking one idea forward over

PART A: CANDIDATE PROPOSAL

This page is part of the formal approval process of your project. It is important that you are as clear and detailed as possible.

PART B: SUPERVISORS COMMENTS ON CANDIDATE PROPOSAL AND PART

C: CENTRE COORDINATORS APPROVAL OF CANDIDATE PROPOSAL

These pages are for completion by your supervisor and the coordinator. You need to have your project proposal approved before you do anything further. You may find that the coordinator approves your project subject to certain recommendations. Please be aware that if this is the case you must make sure you take on board the recommendations and act on them. If your supervisor or the coordinator are not happy with your proposal they may ask you to resubmit it.

PLANNING REVIEW

This is where you identify and map out your next steps after your project proposal is approved. You will need to create a detailed project plan containing tasks to be completed and deadline dates for each of the tasks. A lesson on creating a project plan and managing your time effectively will take place at an appropriate time.

MID-PROJECT REVIEW

By this stage you should have undertaken most, if not all of your research. Upon completion of this page you should be ready to start producing your outcome. You may even have already started. Please remember to give reasons and explanations for any changes/modifications made to your project plan. It is advisable to use the following headings as a guide when completing the first part of the page:

- **Successes**
- **Failures**
- **Changes/additions**

PROJECT PRODUCT REVIEW

This page gives you another opportunity to measure how well you have managed your project process since your Mid-project review. It is used to record whether you have reached the goals/aims/objectives you set yourself. Again, it is advisable to use the headings identified previously as a guide when completing the first part of the page.

PRESENTATION RECORD PART A

This needs completed in advance of your presentation. Details of the presentations will be issued nearer the time. Please make sure that you take on board the information and advice given in the lesson on 'Giving a good presentation'. It is important that you receive feedback from your supervisor on your plans for your presentation before you complete it.

PRESENTATION RECORD PART B

This page is for completion by your supervisor once you have completed your presentation.

SUMMARY AND REFLECTION

These pages need completed after your project work and presentation is completed. The first thing you need to do is give a summary of your project. The second thing you need to do is reflect on all that you have learned – both about the specific issues and content of your project and about project management in general and the skills you have developed. Further information on exactly how to write your summary and reflection will issued nearer the time.

CANDIDATE DECLARATION

This page is for you to complete to confirm that the work is all your own.

SUBMISSION CHECKLIST, TAUGHT SKILLS AND RECORD OF MARKS

Your supervisor will complete these pages

FINALLY…

Once all of the pages are complete and signed off you will need to download your log into Word and print it off. Please make sure that you click **'Download Production Log'.** Once you have signed the relevant pages you need to hand it to your supervisor by the final deadline along with:

- Your finished project
- A copy of your presentation and any notes used