

# 2014 Candidate Record Form, Production Log and Assessment Record

## Level 3 Extended Project (7993)

This form should be attached to the candidate's work and either retained at the centre or sent to the moderator as required. The declarations should be completed as indicated.

Centre number

12430

Centre name

Featherstone High School

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 (eg DVDs, software packages, internet information) used to complete this work **not** 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 students' 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

Candidate number

Candidate's full name

## Submission checklist

### To be completed by the supervisor

**Please note** that all elements of the Project are compulsory. Failure to complete or submit an element may result in a mark of zero being awarded.

Select/tick	Items to be included	Notes
<input type="checkbox"/>	1. A signed and completed <i>Candidate Record Form, Production Log and Assessment Record</i>	This document. All pages must be completed by the candidate, except for pages 3, 7, 8 and 14.
<input type="checkbox"/>	2. Evidence of the project outcome	Eg photographs of artefact or production; a piece of creative writing (artefact); research based written report.
<input type="checkbox"/>	3. Research based written report	If the project outcome is an artefact or a production, an accompanying research based written report is required.
<input type="checkbox"/>	4. Evidence of a presentation within the production log	Presentation on the project process. Where the project outcome is a presentation, a presentation on the project process still has to be completed.

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 section 2.5.2 of 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		

### Concluding comments

### Outline details of taught skills (specification 2.3 the taught element of the Extended Project

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.

### 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**

## Contents

### To be completed by the candidate

Extended Project working title \_\_\_\_\_

Planned form of project

Either written report

Or \_\_\_\_\_

and accompanying written report

This document consists of the pages listed below. Additional journal material, planning evidence, research evidence, presentation evidence and review material may be added.

Page	Title	Date completed
1	Candidate declaration	
2 - 3	Submission checklist and Record of marks	
4	Contents	
5	Record of initial planning	
6 - 8	Project proposal and approval (Parts A, B and C)	
9	Planning review	
10	Mid-project review	
11	End-of-project review	
12	Summary	
13 - 14	Presentation record (Parts A and B)	
15	Reflection	

Is this extended project part of a group project?

No

Yes If 'Yes', give brief details

Extended Project final title \_\_\_\_\_

**Candidate number**

**Candidate's full name**

---

## Record of initial planning

### **To be completed by the candidate**

This page records initial meeting(s) with your supervisor to agree your project proposal.

Your first idea for topic/title

Your first ideas for research and development of your project

Your supervisor's main comments and advice

Changes, clarifications or additions you have made as a result of your discussion with your supervisor

Supervisor signature

Date

Candidate number

Candidate's full name

## Project proposal part A

### To be completed by the candidate

Title of the Extended Project.  
Present the topic to be researched in the form of a short statement/question/hypothesis with clear focus.

Provide a brief outline, based upon page 5 of this document, of

- the topic researched or activity/task to be carried out and sources to be consulted
- the courses of study or area(s) of personal interest to which the topic relates
- your proposed action

Provide details of the courses that you are currently studying

Qualification Type	Subject	Qualification Type	Subject
eg A-level, VRQ, Modern Apprenticeship, BTEC	eg Mathematics, English, Leisure & Tourism, Spanish, ICT		

**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 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

## Project proposal part B

### To be completed by the supervisor

Please comment below on the validity and feasibility of the proposal (project proposal Part A) as an Extended Project (specification 2.4)

	Supervisor's comments
Comment on the clarity and focus of the title chosen	
Indicate the relation to, and development/extension outside of, the main course(s) of study or interest (specification 1.2)	
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	
Outline the scope to produce a project that meets the assessment objectives (specification 2.5.3)	
Indicate proposed form and date of the presentation	

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

- Long written report
- Live performance (e.g. music, drama, theatre, substantial presentation) plus written report
- Electronic format (e.g. CD, video, computer presentation) plus written report
- Artefact (e.g. in design & technology, art & design)

Is the project a contribution to a group exercise? If Yes, confirm that there is a defined individual contribution by the candidate (specification 2.5.1 Group Work)  YES  NO and list other group members below.

Candidate No.                      Candidate Name

Candidate No.                      Candidate Name

Candidate No.                      Candidate Name

Candidate No.                      Candidate Name

Candidate No.                      Candidate Name

Supervisor signature

Date

**Candidate number**

**Candidate's full name**

\_\_\_\_\_

## Project approval part C

**Supervisor's full name**

\_\_\_\_\_

### To be completed by the centre coordinator

Comment below on the feasibility and acceptability of the proposal (project proposal parts A & B) as an extended project (specification 1.4)

Centre coordinator's comments

Approved

Approved subject to the implementation of the centre coordinator's recommendations

Resubmission required

**Centre coordinator's full 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 at the start of your work.

Outline the next steps in your planned research/initial development

Your supervisor's main comments and advice

Changes, clarifications or additions you have made as a result of your discussion with your supervisor and/or the comments from your centre coordinator

Supervisor signature

Date

Candidate number

Candidate's full name

---

## Mid-project review

### To be completed by the candidate

This page records your outline plan about half-way through your work.

Outline the successes, failures, additions and/or changes you made as you followed your plan at the start of the project

Outline your planned steps to complete your project

Your supervisor's main comments and advice at this stage

Changes, clarifications or additions you have made as a result of your discussion with your supervisor at this stage

Supervisor signature

Date

Candidate number

Candidate's full name

---

## End of project 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

Outline any additional advice or comment that you received from your supervisor during this final stage

Changes, clarifications or additions you made as a result of discussion with your supervisor in this final stage

Supervisor signature

Date

**Candidate number**

**Candidate's full name**

---

## Summary

**To be completed by the candidate**

This page records the nature of your project product (abstract).

Outline (50 – 150 words) the nature of your final product, its main content and your conclusion

**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 nature of your presentation (e.g. timing, audience, use of visual aids, slides, use of notes, etc.)

Briefly list the main content of your presentation

Changes, clarifications or additions you made as a result of rehearsal and/or discussion with your supervisor

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 (specification 2.5.1 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	
Comment on the response of the candidate to questions that demonstrated understanding and grasp of the project and/or its production (give examples where appropriate).	
Outline the nature of any additional presentation evidence that the candidate might add (e.g. speaker notes, handouts, presentation slides, recording).	

Supervisor signature

Date

**Candidate number**

**Candidate's full name**

---

## Reflection

### **To be completed by the candidate**

This page records your own evaluation when you have completed your project product and given your presentation.

Briefly summarise your main learning from completing this project. You might include new knowledge or expertise that you enjoy or find valuable, a consideration of your planning and organisation, changes you would make if you undertook such work again, advice you would give to others undertaking such a project.