

2023/24 CANDIDATE RECORD FORM PRODUCTION LOG AND ASSESSMENT RECORD INTERNATIONAL EXTENDED PROJECT QUALIFICATION (9695)

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** your supervisor (include specialist consultant if relevant) 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 candidates’ work (in paper form and electronically) within our guidance materials to illustrate particular points. If your work appears in OxfordAQA 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.

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.

Date

Candidate number

Candidate's full name

Submission checklist

To be completed by the supervisor

International Extended Project **working** title

International Extended Project **final** title

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
<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.
<input type="checkbox"/>	2. Research based written report	Must be 5,000 words in length (+/- 10%)
<input type="checkbox"/>	OR Click here to enter text with accompanying written report	OR Photographic evidence of an artefact with an accompanying report of minimum 1,000 words in length
<input type="checkbox"/>	3. Evidence of a presentation within the <i>production log</i>	Presentation on the project process and findings/conclusions.

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 eg your scheme of work. 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.

Please circle the appropriate answer.

Has the student done the following and provided evidence of each in the submission?:

Identified and selected an area of interest.	Yes	No
Set a working title.	Yes	No
Produced a project plan.	Yes	No
Implemented the project plan and documented any changes to it.	Yes	No
Produced a project product addressing the selected final title.	Yes	No
Used a referencing method.	Yes	No
Communicated findings in the report and the presentation.	Yes	No
Created a bibliography/reference list.	Yes	No
Evaluated the strengths and weaknesses of the project.	Yes	No

If you answered "No" to any of the above, this must be reflected in the student mark.

Candidate number

Candidate's full name

Record of marks (continued)

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
AO1	Selection of topic	6		
AO2	Planning, monitoring and developing	12		
AO3	Demonstration of research skills	12		
AO4	Analysis and application of research	24		
AO5	Evaluation of product, process and self	6		
Total mark		60		

Candidate number

Candidate's full name

Record of marks (continued)

Supervisor's concluding comments

Internal moderation comments if appropriate

Supervisor declaration

I confirm that no work assessed for the award of the mark 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 preliminary research and development of my project ideas:

My summary of the comments and advice from my supervisor (and specialist consultant if applicable):

Modifications I have made as a result of my discussion with my supervisor (and specialist consultant if applicable):

My proposed title, aims and objectives:

Date

Candidate number

Candidate's full name

Part A: Candidate proposal

To be completed by the candidate

Working title of my International Extended 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 project aims and objectives

Provide details of the courses that you are currently studying

Qualification type	Awarding body and subject
eg A-level, IB, Modern Apprenticeship, BTEC	eg AQA Mathematics, OCR Computing, WJEC English

Qualification type	Awarding body and subject

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 OxfordAQA and you may be disqualified from **all** subjects.

Candidate declaration

I certify that I have read and understood OxfordAQA 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 an International Extended 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.	
Comment on the suitability of the proposed title, aims and objectives.	

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 and B) as an International Extended Project Qualification.

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.

My next steps in planning, researching and deadlines that I will set myself. What I intend to do, by when, what resources I will use and how I will implement the recommendations of the centre coordinator (where appropriate).

The reasons for my decisions.

My summary of the comments and advice from my supervisor (and specialist consultant if applicable).

Modifications I have made as a result of my discussion with my supervisor (and specialist consultant if applicable).

Please append any relevant planning documentation or tools that you have used.

Date

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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 proposed plan? How has my plan developed since my project proposal?

My summary of the comments and advice from my supervisor (and specialist consultant if applicable).

Modifications I have made as a result of my discussion with my supervisor at this stage (and specialist consultant if applicable).

My final title, aims and objectives.

My planned next steps to achieve my project's aims and objectives.

Please append any relevant planning documentation or tools that you have used.

Date _____

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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?

My summary of the comments and advice from my supervisor at this final stage (and specialist consultant if applicable).

Modifications I have made as a result of discussion with my supervisor (and specialist consultant if applicable) at this final stage.

Do I need to do anything else to complete my project?

Please append any relevant planning documentation or tools that you have used.

Date

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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 10 minute presentation (eg audience, use of visual aids, slides, use of notes, etc).

Planned content of my presentation.

- Project process:

- Project findings and conclusions:

Modifications I have made as a result of rehearsal and/or discussion with my supervisor (and specialist consultant if applicable):

Please append any relevant material you have prepared to support your presentation.

Date

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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 should be a minimum of two adults including supervisor (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).	

**Please append any relevant planning documentation or tools that you have used.
Do not include any video evidence or observer notes as these are not required.**

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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.

Comment on the response of the candidate to questions that demonstrated understanding and grasp of the project and/or its production. Give examples of five questions asked and answers given.	1.
	2.
	3.
	4.
	5.

Supervisor signature

Date

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Candidate number

Candidate's full name

Summary and reflection

To be completed by the candidate

This page records your summary, reflection and evaluation of your planning, the final outcome and your personal learning. It should be written after you have completed your report and given your presentation.

Some questions you may wish to answer in this section include, what have I learned from completing this project? What new knowledge or expertise have I enjoyed or found valuable? What are the strengths and weaknesses of my project (including planning and organisation)? What skills have I improved? What changes would I make if I undertook such work again? What advice would I give to others undertaking such a project?

GET HELP AND SUPPORT

Visit our website for information, guidance, support and resources at oxfordaqa.com

You can contact the International EPQ team directly;

E: info@oxfordaqa.com