Quick guide to being a supervisor

What is a project supervisor?

The supervisor and student relationship can be the key to success in project qualifications. The supervisor performs a key role in helping students through a new and challenging programme of study. A supervisor does not need to be a subject specialist in the chosen area of project research. Indeed, it is often better for a supervisor to have no specialist subject knowledge so that candidate and supervisor embark on the learning journey together.

The supervisor role has four key responsibilities: to regularly meet with their student(s), to complete key sections of the AQA Production Log, to attend each student's presentation and to mark the work of their student(s).

Responsibility one

Meeting with students to:

- Field initial ideas from students and take them through the initial planning stage of their project.
- Advise students on ways in which they can improve and focus their initial ideas to ensure they can achieve the best result possible.
- Hold the planning review, mid-project review and project product review with the student, offering advice and guidance to help the student to progress, without directing the course the project takes. Often the supervisor also holds additional meetings as and when the student requires support.

Responsibility two

Completing the AQA Production Log. At key points during the project process it is essential that the supervisor completes their sections of the production log so that the evidence of the project process is comprehensive and authenticated:

- The supervisor must provide details of the centre’s taught skills programme in the production log. The supervisor is also sometimes involved in the delivery of these taught skills depending upon the centre set-up.
- Using the checklist in section 2.4 of the specification, the supervisor comments, in the Production Log Part B, on the suitability of the candidate’s project proposal.
- Explain in the Production Log Part B how the project will extend and develop from a student’s main course of study. It is important that dual accreditation is avoided; the supervisor provides evidence that the proposed project will extend from a student’s other areas of study where there is potential overlap.
Complete the ‘Presentation record part B’ section of the production log, recording the nature of the presentation audience, the nature of the presentation, the delivery of the presentation and the questions asked of/responses given by the student.

Complete the record of marks section of the production log, providing marks for each assessment objective and supporting statements that justify the marks awarded, indicating evidence where appropriate.

Complete the submission check list in the production log and the necessary supervisor declaration sign off.

**Responsibility three**

**Attend the presentation:**

The supervisor must attend the presentation and keep a comprehensive log of the nature of the audience, the nature of the presentation, the delivery of the presentation and of the questions asked/responses given. This will form the basis of the assessment evidence for this session. It is imperative that this record is fulsome and recorded in the Production Log ‘Presentation record part B’ as it is often the only evidence the external moderators have of the presentation. (Students may choose to include additional relevant information related to the presentation, such as PowerPoint slides.)

**Responsibility four**

**Mark student work:**

It must be ensured that each supervisor marks the submitted work of students to the same standard as their colleagues by following the system of internal standardisation and moderation that has been set up by the centre coordinator.

AQA provides teacher standardisation training and training for supervisors, either on or off-site, through the professional development service which can be accessed from the AQA website.