

Assess the Project Qualifications

Project evidence

There are three compulsory strands of evidence required for assessment of a project:

- a fully completed Production Log
- a product, which must include a report
- a presentation.

Many of the most successful projects we have seen have comprised simply the required Production Log (including presentation record) and the completed project product, without any appended additional evidence.

Additional evidence can be submitted by students but it will be useful only if it is relevant to the project process and outcome. For example, there may be relevant planning documents or perhaps a source evaluation table. The judicious selection of such material should form part of the Taught Element. (See the *Teaching guide: The Taught Element of Project Qualifications*) Students are responsible for the selection of any additional evidence they wish to include but advise them that such evidence needs to be both relevant and well selected. Refer students to the JCQ regulation **3.3**:

‘Coursework must include a title and, where relevant, a table of contents and a bibliography. Material included as appendices (such as tables of statistics, diagrams, graphs, illustrations, photographs, maps etc) will only be given credit if it is pertinent to the work and is referred to in the text.’

Students must also be made aware of JCQ regulation **2.5**: *‘Adding or removing any material to or from coursework after it has been presented by a candidate for final assessment will constitute malpractice’.*

Standardisation

Standardisation is a required activity prior to assessment, it helps ensure that assessment is accurate and consistent. Accurate assessment helps avoid adjustments being made to centre marks following AQA moderation. Consistent assessment, where every supervisor applies the assessment criteria in the same way, is very important.

AQA Teacher standardisation

AQA provides free teacher standardisation training, bookable through the professional development service which can be accessed from the AQA website. If a centre cannot attend standardisation training, standardisation materials and examiner commentaries are available from [Centre Services](#) and can be used to standardise supervisors that are preparing to mark completed projects.

Internal standardisation

Supervisors must be trained in the appropriate Project standard before marking any work. Internal standardisation for the Project qualifications is the process by which centres ensure that all supervisors are assessing projects to the same standard. It should not be confused with internal moderation. Internal standardisation takes place before marking is undertaken, whereas internal moderation is managed by the centre coordinator and comes after projects have been marked by Supervisors.

The centre coordinator is responsible for internal standardisation. Typically they should:

- attend an AQA teacher standardisation meeting. These meetings are designed to communicate the AQA standard
- review the JCQ guidance on standardisation which offers generic tips on conducting internal standardisation
- deliver internal standardisation to all supervisors. Typically this will involve:
 - a review of the Assessment Objectives and criteria
 - assessment of a number of example projects that have been used at Teacher standardisation meetings
 - supervisors making notes that refer to the assessment criteria and the reasoning behind the marks awarded to the example projects
 - discussion of the marks awarded to achieve a common understanding and application of the assessment criteria.

Internal standardisation doesn't have to be evidenced in the Production Log, however by signing the centre declaration form the Centre Coordinator is confirming that internal standardisation has taken place.

Marking by Supervisors

Once standardised, it's the Project Supervisors who mark each project they've supervised. There are four Assessment Objectives and each objective has sets of criteria statements falling into three bands. Supervisors match the student evidence to the criteria statements to place the project in the appropriate band. The time required to mark in the holistic fashion required for Project Qualifications should not be underestimated. For first-time markers of projects it can be quite daunting. Once the qualification is established in a centre, it helps to 'buddy' inexperienced markers with a marker with more experience. Allocating time so that inexperienced markers do not have to mark alone can be a very effective way to build up confidence.

It's expected that the supervisor will provide clear annotations and notes in support of their assessment that refer directly to the assessment criteria. The 'Record of marks' page in the Production Log should be filled in with detail. It's possible to fully mark projects using electronic copies of documents, if supervisors feel confident that they're able to maintain a holistic approach to the assessment. It's acceptable for annotations to be electronic, using comments, for example, in Word, but please ensure that font size is suitably adjusted to maintain legibility once the documents are printed. The moderation sample should be provided as hard copy of all documents.

Internal moderation

Once Supervisor marking is complete, internal moderation should be carried out. This is the responsibility of the Centre Coordinator but supervisors often take part in moderation.

It's entirely your choice in terms of how your internal moderation is organised. Centres may have established centre policies for internal moderation, but here are some models that have been found to be successful:

In some centres once a Supervisor has completed marking, each project might be 'blind' marked by a standardised marker who was not the Supervisor of the project and the two different sets of marks can be compared. If there are disagreements the Centre Coordinator will moderate and decide on the final centre mark.

In centres where Supervisors are responsible for groups of students, the Centre Coordinator might moderate, say, the highest marked project in the group, the lowest marked project and one project taken at random. If these marks are all agreed then no further moderation is undertaken for that Supervisor.

The Record of Marks page in the Production Log has space to provide comments on the internal moderation and where a project has been sampled for internal moderation, the internal moderator should provide clear annotations in support of any adjustments that have been made to the original Supervisor marks.

The student review request

There's a JCQ requirement that once centre marks have been finalised, students must be told their marks and given the opportunity to appeal: Centres must have a written internal appeals procedure relating to internal assessment decisions in Project qualifications. Details of this procedure must be communicated, made widely available and accessible to all students. Giving students access to their marks is an important part of this procedure. Copies of the marked Project and the assessment criteria should be made available to any student who wishes to appeal their mark. Centres should inform students that they will need to explain on what grounds they wish to request a review of an internally assessed mark. Having reviewed the copy of the Project and the assessment criteria, the student will need to explain what they believe the issue to be. JCQ suggest that students should be given at least five days to decide whether they wish to request a review of the mark awarded by the centre.

It's important that students understand that the moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. Moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and therefore should be considered provisional.

The review must be conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that student for the component in question, and has no personal interest in the outcome of the review. This could either be another Project Supervisor within the centre or a Supervisor from another centre. In either case, the centre would need to ensure that the reviewer has declared any conflict of interest prior to undertaking the review.

It must be made clear to the reviewer, the teacher and the student that it's not possible for anyone to alter the work after the internal assessor has provided a mark to the student.

For more details, see the [JCQ guidance](#).

Preparing the AQA moderation sample

Once Project marks have been finally agreed following the assessment, moderation and review processes, marks should be submitted to AQA electronically. The name and address of an AQA moderator will be provided together with a list of the Projects required for external moderation. These projects should be provided with all hard copy documents fastened together by staples or treasury tags. There should be no plastic polypockets or bulky folders.

Providing sufficient evidence of artefacts

If a student has produced a 3D artefact which cannot be posted to the external moderator, high quality photographic or video evidence of the finished artefact should be submitted. This should reflect the quality of the artefact. Relevant evidence may also include photographic or video evidence gathered throughout the course of producing the artefact (including evidence of experiments, mistakes made or issues which have arisen). Such evidence should be submitted on an encrypted memory stick; please ensure that any programs used can be run on a Windows operating system. All memory sticks must be clearly labelled with centre number, centre name, candidate number and candidate name. There must be a unique memory stick per candidate (even if candidates have worked on a group project). Exam officers will have details relating to the required encryption.

Centres are expected to send the projects required for external moderation as soon as possible to their nominated moderator. Please ensure that candidate names and numbers are all clearly in place and check that both candidate and Supervisor have signed the Candidate Record Form. With the projects it's important to submit a fully signed Centre declaration sheet.