

Accredited

# EXTENDED PROJECT

*Teacher's Guide*

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# GUIDE 3: PRESENTING EVIDENCE

September 2017



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# Presenting evidence of planning and project management

Formats for presentation and type of project have been wide ranging and creative, and the possibilities are varied.

## Examples of past projects:

- A cookbook- eg: *Easy As Pi* – recipes for Pies that cost under £3.14 to make
- A board game
- Organising a *Japan Day* in college
- An investigation into treatment for Cerebral Palsy
- Production designs for a play
- A report about gender stereotyping in the workplace
- A book of practical activities for cub scouts
- An illustrated *History of the Corset*

Producing evidence of how the final outcome of the project has taken shape is vital to the submission of the extended project. Assessment is based on the process that has taken place, and the management of that process, so it is vital to include as much evidence as possible of this. Some types of evidence will be dictated by the type of project.

## All projects will need evidence of:

- **Reflective journal entries in a folder, blog or book** – recording key decisions that were made, how problems were overcome, how relevant skills were selected and how they have been learned or developed and how the time plan has been adjusted to achieve the final outcomes
- **Folder** - containing evidence of the management and development of the project eg. Mind maps, time plans, research and/or evaluation of research, bibliography etc.
- Written statement where appropriate

Examples of more project-specific evidence:

## Artefact – evidence provided could consist of

- **Sketchbooks** containing mind maps, ideas generation, visual ideas development and annotation of these explaining the progression of ideas.
- Drawings, designs, material experiments, samples, prototypes, photos of work in progress in a **sketchbook, portfolio or box**.
- Contextual research in **sketchbook or folder**
- **Photographs/video** of final artefact
- Evaluations in **folder or book**
- **Supporting written statement approx. 1000 words**



## Dissertation project evidence:

- Research notes in **folder or book**
- All drafts of dissertation in **folder or book**
- Final dissertation in **folder**

## Report – evidence provided could consist of:

- Laboratory notes, as appropriate
- Project management information
- Minutes of meetings if working as part of a team
- Emails to relevant people, documenting contact with “experts”, or other external people involved with the project
- Graphs, charts and tables
- Evidence of appropriate use of technology- blogs, software or apps eg: to analyse and present data from science experiments or a survey
- **Supporting written statement approx. 1000 words**

## Performance or Event – evidence provided could consist of:

- Rehearsal notes in folder or book
- Video footage of rehearsals, event, sport or other activity documenting work in progress, or as a “video diary”
- In the case of a group project, records of the roles that each member of the group played, and how the individual student’s work contributed to the final outcome.
- Evidence of appropriate use of technology- eg: blogs, social media sites, software or apps.
- Supporting written statement approx. 1000 words

## The Presentation:

At the end of the project, students will undertake a short presentation to their class, or any other appropriate group. This will cover various aspects of the student’s experiences of undertaking the project including:

- A reflection on their project and how they have managed it.
- What have they learnt about learning?
- What skills have they developed?
- How the project fits in with their future goals or aims
- What went well what didn’t
- What might they do differently next time
- The emphasis of the presentation should be on the process of managing the project and not solely about the final product.





## Format of the presentation:

The presentation could be done as a conventional powerpoint talk, or be on video, animation or podcast; whatever is most appropriate to the subject.

The presentation if done well, acts as a summary of the students project and the journey they have undertaken. This can be invaluable in supporting the assessment process.

There will be an opportunity for the audience to ask questions afterwards, and so students should be prepared for this.

## Recording the presentation:

In the case of a powerpoint talk, the slides, handouts and speaker's notes should be printed and submitted in the evidence folder for assessment. The assessor may also choose to video or record the presentation for evidence. They may also wish to use witness statements from the audience as part of the assessment paperwork.

If the student has chosen another method for presentation, this needs to be recorded and presented for assessment in an appropriate way.

### Summary of Guide Three

- **All projects require the following evidence:**
- Reflective journal entries in a folder, blog or book
- Project planning
- **Artefact - evidence could include:**
- Sketchbooks containing photos, samples, drawings
- **Dissertation – evidence could include:**
- Research notes and drafts
- **Report projects – evidence could include:**
- Lab notes, project management, minutes of meetings, emails, use of technology
- **Performance/event projects – evidence could include:**
- Rehearsal notes, video footage, group roles where appropriate, use of technology
- **The final presentation should cover all aspects of the process of undertaking the project, not just the final outcome.**
- It could be a conventional powerpoint presentation, or another format appropriate to the topic



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## OCR customer contact centre

General qualifications

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