

EPQ Scheme of Work 2024-25

Assessment objectives:

AO1 Manage	AO2 Use Resources	AO3 Develop & Realise	AO4 Review
<ol style="list-style-type: none"> 1. Identify the topic 2. Identify project aims and objectives 3. Produce a project plan 4. Complete the work, applying organisational skills and strategies to meet stated objectives 	<ol style="list-style-type: none"> 1. Obtain and select from variety of resources 2. Analyse and evaluate sources and data 3. Apply information relevantly 4. Demonstrate understanding of appropriate links to theories etc. 	<ol style="list-style-type: none"> 1. Problem solving 2. Decision making 3. Creative thinking 4. Achieving planned outcomes 	<ol style="list-style-type: none"> 1. Communication skills 2. Convey and present evidenced outcomes and conclusions 3. Evaluate own learning and performance

Week by week breakdown:

Week / Date	Plan for the <u>Supervisor</u> Session <i>Focus: Project and logbook development</i>	Plan for the <u>Library</u> session <i>Focus: Skills development</i>	Objectives for this week <i>*Remember, this should include 1-2 hours of independent study as well as your two sessions</i>
Week 3	<p style="background-color: #00a68a; color: white; padding: 2px;">AO1.1&2: Planning reviews</p> <p>Meet your new supervisor who will be taking you through the rest of the course. Arrange a one to one to discuss your research, planning and progress so far. When you have had this conversation, this week or next, complete the planning review of the logbook on Project Q.</p>	<p style="background-color: #9b80b3; color: white; padding: 2px;">AO2.1 Evaluating sources</p> <p>You will no doubt have carried out a lot more research over the summer. Ensure you have detailed evidence of evaluation of sources. Remember it is not just important to evidence the evaluation but also how sources have been selected/rejected.</p>	<ul style="list-style-type: none"> Ensure you have a comprehensive list of sources and evidence of evaluating them (e.g. CRAAP analysis) Download this Scheme of Work (SoW) and add the deadlines to your project diary etc Finish first half of planning review prior to your one to one with your supervisor <p>Your next key deadline is in 2 weeks – Planning Reviews</p>

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	<p>Note to supervisors: please arrange one's with all candidates over first 2 lessons- checking summer progress.</p>		
4	<p>AO1.1&2: Planning reviews</p> <p>Continue with writing up your planning reviews and having your one to one's.</p> <p>Note to supervisors: please arrange one's with all candidates over first 2 lessons- checking summer progress</p>	<p>AO3: Report writing and synthesising</p> <p>Activities designed to help you get stuck into writing your report – ready for your 3000 word draft submission at half term. The key here is to “synthesise” information – draw information together from a range of sources, in a cohesive and fluent way.</p>	<ul style="list-style-type: none"> • Complete logbook Planning reviews on Project Q • Reports: Continue writing report, using skills developed in lesson. Make sure you are synthesising information. • Artefacts: continue with artefact development and/or planning. Have you clearly identified your purpose, audience and how success will be measured? <p>Your next key deadline is next week – Planning Reviews</p>
5	<p>AO1.1&2: Planning reviews</p> <p>Continue with writing up your planning reviews and working on your EPQ report/artefact.</p> <p>Note to supervisors: please check planning reviews as they are submitted.</p>	<p>AO2: Referencing not plagiarising</p> <p>You will learn how to use Harvard referencing and how to use the features in Microsoft Word to help you do this effectively. All material in your report must be referenced.</p>	<p>Assignment 2 Deadline: Planning review Submit by 4PM on Friday in Project Q</p> <ul style="list-style-type: none"> • Reports: Continue writing report. Start referencing correctly, using the Harvard method in your report. • Artefacts: Continue with artefact development and planning. Make sure you are referencing your sources correctly, using Harvard method and documenting your progress in detail.

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6	<p>AO3.4: Achieving planned outcomes</p> <p>Report and artefact development. Continue working on reports or artefacts.</p> <p>Note to Supervisors: please check planning reviews are complete</p>	<p>AO2:AO3 AO4 Critical thinking</p> <p>You will develop your critical thinking skills, allowing you to analyse information and use it to achieve your intended outcome.</p>	<ul style="list-style-type: none"> Continue with report and artefact development. Artefacts: Don't forget to fully document the whole process – from design, through implementation and development.
7	<p>AO3.4: Achieving planned outcomes</p> <p>Report and artefact development. Continue working on reports or artefacts.</p> <p>Note to Supervisors: please check planning reviews are complete</p>	<p>AO4 Presenting data</p> <p>This session will help you with presenting (and referencing) any data you may want to include in your project.</p>	<ul style="list-style-type: none"> Reports: Continue writing report, using skills developed in lesson. Are you including graphs/charts/numerical data? Think about the best way to show this and remember to reference it correctly too. Artefacts: Continue with artefact development. How are you going to measure its' success? <p>Your next deadline is in 2 weeks – first draft of report/artefact.</p>
8	<p>AO3.4: Achieving planned outcomes</p> <p>Report and artefact development Continue working on reports/artefacts.</p>	<p>AO3.4: Achieving planned outcomes</p> <p>Report and artefact development Continue working on reports/artefacts.</p>	<ul style="list-style-type: none"> Continue work on reports/artefacts. <p>Your next deadline is next week – first draft of report/artefact.</p>
9	<p>AO3.4: Achieving planned outcomes</p> <p>Report and artefact draft submission</p>	<p>AO3.4: Achieving planned outcomes</p>	<p>Assignment 3A Deadline: Draft report/artefact submission. Submit by 4PM on Friday on TEAMS</p>

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	<p>Proofread and spell check your 3000+ word draft and then submit on Teams (your supervisor may also request a printed copy).</p> <p>When submitted, please start your mid project review on Project Q.</p>	<p>Finishing touches to first draft and submit via Teams. Begin mid project review ahead of feedback from supervisor.</p>	<p>Assignment 3A. Plus a hard copy to your supervisor if requested.</p> <ul style="list-style-type: none"> • Work on first section of mid project review.
HALF TERM			
10	<p>AO1.1&2: Mid Project Review</p> <p>Working on mid project reviews prior to and following feedback on draft from supervisors. Are you “<i>monitoring progress against agreed objectives</i>”?</p> <p>Note to Supervisors: please carry out one to one’s, giving detailed verbal feedback on draft reports.</p>	<p>AO1 Time management</p> <p>Further activities on time management to help you maximise marks for AO1 – “<i>Manage</i>”. Apply this to your plan for how you will complete your project.</p>	<ul style="list-style-type: none"> • Working on mid project review • Making suggested improvements to reports/artefacts following feedback from supervisor
11	<p>AO1.1&2: Mid Project Review</p> <p>Working on mid project reviews prior to and following feedback on draft from supervisors. Are you “<i>monitoring progress against agreed objectives</i>”?</p>	<p>AO3.4: Achieving planned outcomes</p> <p>Continue with reports/artefacts, acting on feedback given by supervisor.</p>	<ul style="list-style-type: none"> • Working on mid project review • Making suggested improvements to reports/artefacts following feedback from supervisor <p>Your next deadline is in 2 weeks week – mid project review.</p>

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	<p>Note to Supervisors: please carry out one to one's, giving detailed verbal feedback on draft reports.</p>		
12	<p>AO1.1&2: Mid Project Review</p> <p>Working on mid project reviews prior to and following feedback on draft from supervisors.</p> <p>Note to Supervisors: please carry out one to one's, giving detailed verbal feedback on draft reports.</p>	<p>AO3.4: Achieving planned outcomes</p> <p>Continue with reports/artefacts, acting on feedback given by supervisor.</p>	<ul style="list-style-type: none"> Working on mid project review Making suggested improvements to reports/artefacts following feedback from supervisor <p>Your next deadline is next week – mid project review.</p>
13	<p>AO3.4: Achieving planned outcomes and AO1.1&2: Mid project review</p> <p>Working on and submitting mid project reviews via Project Q. + making improvements to reports</p> <p>Note to Supervisors: please check submissions of mid project reviews.</p>	<p>AO3 & AO4 Essay structure & Formatting</p> <p>Activities on document formatting to refine your report. Here you will develop formatting skills including adding an automated contents page.</p>	<p>Assignment 3B Deadline: Mid project review. Submit by 4PM on Friday on Project Q</p> <ul style="list-style-type: none"> Reports: Continue with reports, ensuring the essay is well structured and the formatting is appropriate and consistent. Don't forget headers and footers. Artefacts: should be complete by now and you should be documenting the whole process and reviewing its' effectiveness.
14	<p>AO3.4: Achieving planned outcomes</p> <p>Final push to complete reports/artefacts.</p>	<p>Use this session to continue making final additions/improvements to reports and artefacts.</p>	<ul style="list-style-type: none"> Reports: Continue with reports, ensuring the essay is thoroughly proof read, by you and at least one other person.

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	<p>Note to Supervisors: please check submissions of mid project reviews.</p>		<ul style="list-style-type: none"> • Artefacts should be complete by now and you should be documenting the whole process and reviewing its' effectiveness.
15	<p>AO1.1&2: Project product review and AO3.4: Achieving planned outcomes</p> <p>Working on project product reviews and completing reports/artefacts.</p> <p>Note to Supervisors: Please carry out brief one to one's to give final advice for project product reviews.</p>	<p>AO2 Using Sources</p> <p>Put completed reports through Turnitin to check for plagiarism.</p> <p>Use this session to continue making final additions/improvements to reports and artefacts.</p> <p>When complete, you should begin planning your presentation.</p>	<ul style="list-style-type: none"> • Make finishing touches to reports and artefacts, due next week. Put final report through Turnitin. • Complete your Project product review in logbooks on Project Q.
16	<p>AO1.1&2: Project product review and AO3.4: Achieving planned outcomes</p> <p>Working on project product reviews and completing report.</p>	<p>AO4.2 Present outcomes and conclusions</p> <p>Complete activities developing presentation skills and make final adjustments to presentations ahead of delivery next week.</p>	<p>Assignment 4A Deadline: Upload final report / artefact to Teams and hand in printed copy to supervisor You also need to submit Project product review on Project Q. Submit both by end of Term</p>
CHRISTMAS HOLIDAYS			
17	<p>AO4.2 Present outcomes and conclusions</p>		<p>Assignment 4B Deadline: Presentation & Presentation Planning. Submit on Project Q and Teams by 4PM on Friday</p>

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	<p>Work on finishing touches to presentations which will commence next week.</p> <p>Note to Supervisors: Please prepare 3 questions for each of the candidate's presentations and determine the order in which they should be presented.</p>		
18	<p>AO4.2 Present outcomes and conclusions</p> <p>Students will be delivering or watching their classmates presentations for 3 weeks Supervisors: watch presentations and record notes in Presentation Record B</p>	<p>AO4.3: Self-reflection and evaluation</p> <p>Your final skills development in is self reflection. These activities will help you to complete your summary and reflection – the final logbook task in Project Q.</p>	<p>1. Begin your Summary & Reflection in logbooks as soon as your presentation is done. Remember this is your final chance to bag extra marks for all of the assessment criteria so be thorough.</p>
19	<p>AO4.2 Present outcomes and conclusions</p> <p>Students will be delivering or watching their classmates presentations for 3 weeks Supervisors: watch presentations and record notes in Presentation Record B</p>	<p>Working on summary and reflection in Project Q</p>	<p>1. Work on your Summary & Reflection in logbooks as soon as your presentation is done. Remember this is your final chance to bag extra marks for all of the assessment criteria so be thorough.</p>
20	<p>AO4.2 Present outcomes and conclusions</p> <p>Students will be delivering or watching their classmates presentations for 3 weeks Supervisors: watch presentations and record notes in Presentation Record B</p>	<p>Working on summary and reflection in Project Q</p>	<p>1. Go back through each section of the logbook on Project Q – is anything missing? Could you improve anything? Can you add further detail anywhere? This is your last chance to achieve all the assessment objectives.</p>

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21	<p>AO1.4: Completing</p> <p>Printing, signing and collating all elements of EPQ, as per guidance provided:</p> <ol style="list-style-type: none"> 1. Completed Logbook from Project Q 2. Report/artefact 3. Presentation <p>Supervisors: please check and help collate final projects</p>	<p>Working on summary and reflection in Project Q</p>	<p>Assignment 5 Deadline: Summary and reflection Submit by 4PM Friday on Teams</p>
22	No lessons this week – mock exams		
HALF TERM			
23	<p>AO1.4: Completing</p> <p>Printing, signing and collating all elements of EPQ, as per guidance provided:</p> <ol style="list-style-type: none"> 4. Completed Logbook from Project Q 5. Report/artefact 6. Presentation <p>Supervisors check and help collate final projects</p>	<p>Study leave</p>	<p>Assignment 6 Deadline: Collation & Completion <u>Sign</u> and submit as hard copy and hand completed project to your supervisor in your lesson. All projects to be submitted by the end of this week.</p>
24	<p>Students attend lessons so they are available if there are any missing signatures etc on their projects etc.</p>	<p>Study leave</p>	

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	<p>Students can use the lesson time to work on other subjects.</p> <p>Supervisors marking EPQ projects</p>		
25	<p>Students attend lessons so they are available if there are any missing signatures etc on their projects etc.</p> <p>Students can use the lesson time to work on other subjects.</p> <p>Supervisors marking EPQ projects</p>	Study leave	