

Frequently Asked Questions

Thinking of Offering the Extended Project

1. **What is the Extended Project qualification?**

The Extended Project is a Level 3 qualification equivalent to half an A Level (50%), whereas an AS level is only worth 40%, so the Extended Project Qualification is a valuable consideration instead of undertaking a fourth AS subject to boost UCAS points. It requires 120 guided learning hours comprised of a recommended 45 glh for the teaching and learning programme. Although we recommend 45glh for the taught elements, we believe that each individual student will require a different level of support and the 45glh we recommend is only a guide. It is to ensure that all the necessary taught elements are covered thoroughly so that the highest standards are maintained. It is a versatile qualification that allows learners to produce independent pieces of work underpinned by research, gaining valuable skills from start to finish.

2. **Why should schools and colleges offer the Extended Project?**

The Extended Project is a qualification that:

- provides enrichment to the curriculum;
- is a valuable addition to the suite of qualifications offered to learners;
- widens skills in preparation for higher education or employment; and
- contributes to the centre's Level 3 Threshold and Performance Points in England and Wales

3. **Why is it beneficial to learners to take up the Extended Project?**

The Extended Project provides learners with the:

- opportunity to independently conduct an in-depth study and extend their expertise and knowledge on specific topics;
- gain knowledge and skills required in further and higher education; and
- gain transferable skills in preparation for employment.

4. **Is the Extended Project recognised by higher education institutions and employers?**

The qualification has been welcomed by universities and has been included in the offers made to prospective undergraduates. The qualification is worth 70 UCAS points for an A* grade and 20 points for an E grade (28 UCAS points for an A* grade on the new UCAS Tariff from September 2017). Please see <https://www.ucas.com/advisers/guides-and-resources/tariff-2017> for further details).

The Extended Project provides learners with skills which employers value in prospective employees.

5. **Who is eligible to take the Extended Project?**

The Extended Project is a Level 3 stand-alone qualification available in England, Wales and Northern Ireland for post-14 learners. It is also available in the medium of Welsh. In England, the Extended Project is one of the three components of the Technical Baccalaureate.

6. Are there any special requirements for learners who want to take up the Extended Project as part of their Technical Baccalaureate?

There are no pre-entry requirements or any special requirements. Learners will be judged against the qualification's assessment criteria.

7. Can the Extended Project be used for the Individual Investigation in the Advanced Welsh Baccalaureate?

No, it is no longer possible to use the Extended Project for the Individual Investigation within the Advanced Welsh Baccalaureate since grading was introduced for the qualification from September 2013.

8. How is the qualification graded?

The qualification is graded in the same way as all other GCE A Level qualifications. It is graded at A* - E grades and U for incomplete or unclassified.

9. How long does it take to deliver the Extended Project?

Centres have a choice of delivering the qualification within one or two academic years. There is only one awards series, in the summer of each year.

Owing to the nature of the qualification, there are no re-sits.

10. What support does WJEC provide to centres?

WJEC provides support in a number of ways namely:

- Unlimited access to free educational resources
- Wide range of exemplar materials via our secure website
- Face-to-face CPD training courses (Autumn Term)
- Only examinations board offering e-portfolio (online submission)
- Free training and continuous support on using the e-portfolio platform
- Centre visits to new centres
- Continuous direct access to subject specialists via email or phone
- Access to Regional Support Officers
- Support and advice for centres on approving project proposals & proposed titles

All the materials and resources are available on the website and on discs which can be requested from the Extended Project team/section.

Delivering the Extended Project - Planning

1. Who can teach the Extended Project?

Qualified teachers, tutors, lecturers in schools, colleges and training providers can teach the qualification.

2. What training do teachers require prior to delivering the Extended Project?

WJEC offers CPD courses in the autumn. Centre visits to help first time centres are also available subject to terms and conditions.

3. What should / How should centres prepare to deliver the Extended Project?

Centres should ensure that delivery models have been agreed. Staff who will deliver the teaching and/or act as supervisors should have been trained and the teaching and assessment programme should have been established. Additional information can be found in the Teachers' Guide.

4. What are the requirements of the qualification?

The two main components of the qualification is a taught element of 45 glh and an independent piece of work. The full set of requirements is outlined in the specification which can be accessed on the website.

5. What resources have to be provided?

The Extended Project is underpinned by research. Hence, it is important that learners have access to resources related to their project topic. As the range of potential projects is so varied, every centre can decide on what resources are best suited to their cohorts. Learners should also be made aware of resources provided by WJEC.

6. Does each learner require a supervisor?

Yes, it is a requirement that each learner is assigned a supervisor who will eventually mark the project. It should be noted that other subject specialists can advise the learners as well.

7. Is there a limit to the number of learners a teacher can supervise?

The number of learners being supervised will depend on the centre and on the teacher's workload bearing in mind that there is a requirement of at least three one-to-one sessions with each learner and possibly more meetings depending on the needs of the learner.

8. Does the supervisor have to deliver the entire taught programme for a cohort?

The supervisor does not have to deliver the entire taught element. In fact, the Extended Project provides opportunities and promotes the interdepartmental and Inter-faculty collaboration within the centre.

9. Is there provision for undertaking the Extended Project using an e-portfolio?

Yes, it is recommended that centres encourage their learners to avail of the e-portfolio provision due to the many advantages of using this method/approach. This service is free of charge.

10. What are the requirements and procedures to access the e-portfolio provision?

Centres should inform the Extended Project Qualifications team to register interest in using the e-portfolio facility/provision. The centre will then be contacted to arrange the set-up. Further information on e-portfolio use by centres may also be obtained from the WJEC e-Portfolio Development Officer, Andrew Morse (T: 02920 265338; E: andrew-morse@wjec.co.uk)

E-portfolio technical requirements:

WJEC would recommend the following 'minimum' browsers, for functionality and security reasons, to ensure that candidates and centre staff have an acceptable experience when using the e-portfolio:

- recent Google Chrome
- recent Mozilla Firefox
- Safari 6
- Internet Explorer 9 (Internet Explorer 10 is required for 'drag and drop' of files from outside the browser into the e-portfolio)

Earlier versions of the browsers listed above are either 'not supported' i.e. they should still work but there may be some problems or are not recommended at all.

Note: The e-portfolio may be accessed 24/7 from any internet accessible location by an internet connected device, such as a desktop computer, laptop, tablet, smart phone, without the necessity, by the e-portfolio user, to install any software.

Whilst the bandwidth of the internet connection will affect the performance of the e-portfolio, some activities may also be done offline.

11. Is there training and support provided?

Yes, training and support are provided.

e-Portfolio training for centres:

Comprehensive e-portfolio guidance materials for candidates and centre staff are available on the e-portfolio website.

e-Portfolio support for centres:

First line support is provided to centres via telephone, email and a remote support and access software package by WJEC staff (Project & Extended Project Subject SSO and the e-Portfolios Development Officer) and second line support via telephone and email by the WJEC technology provider.

Delivering the Extended Project - Teaching

1. How much time should be allocated for teaching?

WJEC recommends 45 glh of teaching in both general and specialist skills.

2. Can universities and other organisations be involved in the delivery of the Extended Project?

Yes, universities and employers can be valuable sources for the Extended Project. Some universities provide seminars on research methods and techniques, referencing and time management.

3. Should the Extended Project be timetabled?

One of the advantages of the Extended Project is that it can be tailored to the needs of the learners so each centre has flexibility to determine how the Extended Project can be taught. Some centres timetable a session once a week or once a fortnight. Some centres do a series of one-week or two week intensive sessions throughout the academic year.

4. What should be taught in the teaching and learning programme?

The Teachers' Guide provides guidance on what should be taught. Again, due to the nature of the qualification, centres have flexibility in deciding what should be taught over and above the minimum requirements. Most centres find it useful to include specialist skills associated with the projects that the learners are undertaking, e.g. engineering or construction principles, creative writing styles, film editing techniques.

5. What about ethical guidelines?

As learners will be conducting independent studies, it is vital that ethical guidelines are followed when choosing topics so that learners and any person they will be in contact with while undertaking the project is not put in any risk nor placed in a vulnerable position, nor cause upset/harm to others.

6. Is there a scheme of work?

Centres can devise their own schemes of work based on the WJEC guidance on the teaching and learning programme.

7. Is there a handbook for teachers and learners?

WJEC has produced a Teacher Guide and a Learner Guide which are both interactive. They can be accessed through the website. A CD is also available and a copy can be requested from the Extended Project Qualifications Team.

8. Can coursework from other subjects be submitted as an Extended Project?

No, learners cannot submit work that is graded for other qualifications as an Extended Project. However, learners can use it as a platform or the basis of their Extended Project. Work submitted for assessment must be exclusively for the Extended Project.

9. What topics are allowed for the project?

The potential for the Extended Project is huge. Topics which are related to the learners' study programme or a topic of personal interest is viable as long as it is sufficiently challenging for a Level 3 qualification and does not contravene any ethical guidelines.

10. What type of projects is acceptable?

The format or type of project can either be a written or non-written outcome. Examples of written outcomes are dissertations, field investigation or scientific reports whereby learners attempt to prove or disprove a hypothesis. Examples of non-written outcomes are artefacts (e.g. piece of sculpture, musical composition or engineering product, business plans), performance (e.g. dance, drama production, film) or pieces of creative writing (e.g. script for a play, poetry, short novel)

11. Are group projects allowed for the Extended Project?

Yes, group projects are allowed as long as each member has a substantial role exclusive to themselves that contributes to the final outcome, satisfies the Extended Project requirements and can be assessed discretely.

12. How should project titles be formulated?

Project titles can be in the form of a question, hypothesis or a brief, depending on the type of project outcome. Dissertations are usually in the form of a question while artefacts and group projects are usually in the form of a statement. It is important that the project title reflects what the project is about. A secondary title may be necessary to make this clear. A list of project titles can be found in the guidance for teachers and learners.

13. Who approves the project topics/titles?

WJEC offers continuous support to centres who are offering the Extended Project Qualification for the first time or who have newly appointed supervisors/co-ordinators for the Extended Project.

Centres that do not have experienced staff in approving project proposals and titles must submit the 'Extended Project Proposal & Title Approval Form' to WJEC for approval. Project proposals & proposed titles must be approved before the candidates can embark on their projects.

It is highly recommended that project proposals & proposed titles are approved at the earliest date possible to give candidates more time to do their project, however final project titles may be amended during the mid-project review.

Project proposals must be approved at least 6 months before the final submission date for the award the candidates are entering. Therefore, for candidates being entered in June 2017 (Summer Series), the project proposals must be approved by 15 November 2016, 6 months before the 15 May submission date.

14. Can the whole cohort have the same project title?

The cohort usually adheres to a common theme as their topic so it would be useful to have different titles. However, in some cases, having the same title cannot be avoided and in this scenario, it is possible to have the same title as each learner is expected to approach the project in their own individual unique way.

15. Are there any restrictions on the software and hardware that can be used by learners, particularly when using an e-portfolio?

WJEC provides a list of ICT software and hardware applications that is acceptable for the qualification in the specification and guidance for teachers and learners. In addition, there is an e-portfolio facility that centres can use.

Delivering the Extended Project - Developing and Producing the Outcome

1. Is it compulsory to have a record of the progress made in producing the outcome?

Yes, as this provides evidence of the project process and how the assessment objectives have been fulfilled.

- 2. Are the project outcomes discrete pieces of work?**
Yes, they are discrete pieces of work that demonstrate the knowledge and skills learned by learners.
- 3. Is the project record counted as part of the required word count for the project outcome?**
No, the project record is separate from the project outcome which is a discrete piece of work.
- 4. What are the requirements for a written project outcome?**
For written project outcomes, the word count for dissertations, field investigations or scientific reports is at least 5,000 words excluding the bibliography.
- 5. What are the requirements for a non-written project outcome?**
For non-written project outcomes, Project Outcome Notes of at least 1,500 words should accompany the product, e.g. artefact, performance, design. Please note that creative writing, e.g. poetry, short stories is categorised as an artefact and should be accompanied by Project Outcome Notes.
- 6. Who chooses the audience for the presentation?**
The centre usually decides on the audience. In some centres, consultations and negotiations between the supervisor and learners take place to determine who the audience should be. It is recommended that at least 2 people who have the authority to assess the project should be present during the presentation.
- 7. Are members of the group required to do individual presentations?**
Yes, even for group projects, individual learners should make a presentation because they have to demonstrate their individual contribution to the group project's final outcome and to review their own learning and performance.
- 8. Who should write the Witness Statement for presentations when the supervisor is not present?**
Another teacher or tutor or someone of authority should complete the Witness Statement if the supervisor is not in attendance. It is important that feedback is then passed on to the supervisor.
- 9. Is the presentation the only place to find evidence of review?**
No, the project record is another source of evidence for review. In fact, learners are encouraged to reflect and review throughout the project process.
- 10. What is the difference between evaluation of findings and conclusions of outcome and review of own learning and performance?**
The evaluation of findings and conclusions refer specifically to the project outcome whilst the review of own learning and performance refer to the overall experience of undertaking the qualification.
- 11. How is the learner's own learning and performance reviewed?**

Evidence of the review of a learner's own learning and performance can be found throughout the project but more explicitly during the project presentation.

Delivering the Extended Project - Assessment

1. How is the Extended Project assessed?

The assessment of the Extended Project is based on the 4 Assessment Objectives of Manage, Use resources, Develop and Realise and Review and Communicate. Learners have to achieve the learning outcomes and satisfy the assessment criteria for each of the assessment objectives.

2. What evidence is required to be submitted?

The completed Extended Project File encompasses the requirements of the qualification. Each stage of the project process contributes to the holistic assessment.

3. Can the Extended Project be submitted electronically (paperless)?

Yes, WJEC has an e-portfolio provision for the Extended Project. A separate guide has been produced for centres who want to avail of this service. It is best to inform the Extended Project team/section at the start of the course if the centre wants to use this method of submission.

4. Who assesses the Extended Project?

The supervisor assesses the work of the learner after final submission. In arriving at the final mark, the supervisor may want to liaise with other relevant staff who have been involved in the teaching and learning programme or in advising the learner on specialist subjects or skills.

5. Is annotation of the work required?

Yes, it is a requirement to annotate the work to demonstrate how the marks were awarded. Using the vocabulary from the mark band descriptors or simply noting 'AO3 MB2' would be greatly assist in the external moderation.

Work submitted electronically via the e-portfolio may be annotated online within the e-portfolio.

6. Is internal standardisation a compulsory requirement?

Yes, internal standardisation is compulsory. WJEC has produced a proforma that centres can use.

Centres using the e-portfolio with several assessors may internally standardise the assessment of candidate work within the e-portfolio.

7. Who will be responsible for internal standardisation within the centre?

It is recommended that a Project co-ordinator is assigned within the centre, particularly when there are several teaching groups, faculties or departments undertaking the Extended Project. Even if there is only one teaching group, it is good practice to consult another member of staff to endorse the marks awarded to learners. The Project Co-ordinator at a centre using e-portfolios will have remote electronic access to all candidate work across all teaching groups.

Administration

1. How much does it cost to enter a candidate?

The fees are published Administration Handbook on the website and the link is provided below:
[Extended Project Administration Handbook for Centres 2015-2016](#)

2. How much does it cost for a centre to use the e-portfolio?

Access to and use of the e-portfolio for the Project and Extended Project is free for WJEC centres.

3. When are candidates entered?

The deadline for entries is **21 March**. Late fees are charged after the deadline.

4. When is the deadline for submission of the Extended Project?

All selected samples from each centre must reach the moderator by **15 May**. It is highly recommended that marks are submitted by the 8 May to allow for sufficient time to post the samples to moderators for external moderation since the moderator details can only be accessed once all marks have been submitted.

5. How are marks submitted?

Marks are submitted through IAMIS on the secure website. Once all the marks have been submitted, centres can access details of the relevant moderator.

6. Are there any specific rules for learners with additional needs or special circumstances?

For queries on dealing with special circumstances and learners with additional needs, please contact the Access Manager on: john.doyle@wjec.co.uk or tel.no. 029 2026 5155. JCQ also provides guidance on access and special arrangements. (www.jcq.org.uk)

7. What are the rules for moderation?

The Extended Project is internally assessed and externally moderated. Centres are required to conduct their own internal standardisation prior to the final submission to WJEC. The number of samples required for external moderation is dependent on the number of candidates entered for the qualification. All work must be submitted for moderation on entries of 10 or less. The maximum number of samples is 25. WJEC reserves the right to request additional work when the centre's marks and moderator's mark are outside tolerance and the rank order differs. The Handbook provides more detailed information.

External moderation at centres using the e-portfolio is conducted 'remotely': no candidate work has to be 'sent' to moderators.

8. When are results published?

Results are published at the same time as results for GCSEs and GCE A level in August.

9. Are samples returned to the centres?

Yes, the original works of learners used in the samples are returned to the centres after the deadline for Enquiries After Results. WJEC reserves the right to use some of these samples for training purposes.

10. What happens when there are queries on the results?

The Administration Handbook provides instructions and procedures for centres to follow when there are queries about results.