



# THE ECCLESBOURNE SCHOOL

'Learning Together For The Future'

Head Teacher  
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13 January 2023

Dear Parents / Carers,

## Yr12 Extended Project Qualification

I am writing with some key information relating to the Extended Project Qualification. As this is primarily an independent research project, it is important that students work consistently on this each week. Now that the bulk of the taught skills section has been completed and the research phase is underway, students have been allocated two periods to work on their EPQ in silent study. More information on the EPQ can be found on the AQA website here:

[AQA | Projects | Project qualifications | Level 3 Extended Project Qualification](#)

Alongside their final project, students must complete a Production Log. To help students, we have invested in a software package called ProjectQ which helps them to complete the log. Each student has their own log in detail for this system and must ensure that they keep it up to date as they go along. Evidence of planning and managing their project is as important to the final grade as the project itself.

Key dates relating to the EPQ are here for your information:

September – June 2023	Taught skills sessions are delivered including the following: <i>Choosing a project and title</i> <i>Research ethics and risk assessments</i> <i>Evaluating resources</i> <i>Research skills</i> <i>Referencing and avoiding plagiarism</i> <i>Time management and planning tools</i> <i>Data analysis and display</i> <i>Report writing, proofreading, and editing</i> <i>Presentation skills</i>
December 2022 – February 2023	Students carry out research for their projects, making notes and keeping a log of resources for referencing purposes.
December 2022 / January 2023	Planning review meetings with supervisors.
December 2022 / January 2023	Students write up planning review meetings on ProjectQ.
Late February / March 2023	Mid-project review meetings with supervisors. Final project title is agreed.
Late February / March 2023	Students write up mid-project review meetings on ProjectQ.
March 2023 / April 2023	Students complete their final projects.
Wb 02/05/23	Students hand in their final drafts.
May 2023	End of project review meetings with supervisor.
May 2023	Students write up their end of project review meetings on ProjectQ.
June 2023	Students do presentations of their project to their supervisor and at least one other.
July 2023 – September 2023	Projects are marked and moderated.
November 2023	Projects are submitted to AQA by school.
January 2024	Students receive their final grades from AQA.

Should you have any questions, please don't hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Zoe Farina', with a stylized, flowing script.

Zoe Farina  
Head of Year 13 and EPQ Coordinator