

Dear Parent/Carer

March 2019

EPQ – Extended Qualification Project - Deadlines

Thank you for your support with EPQ so far. EPQ students are now in the process of writing their reports and collecting primary data/creating artefacts. We have been impressed by the enthusiasm shown by some students and wish to support all students to achieve the best of their ability. You may therefore already be aware that we have decided to push back some deadlines so that students are given ample time to write their reports and complete their artefacts.

I would like to ensure you are aware of these new deadlines which have already been published for the students. We need to ensure the deadlines for EPQ avoid as many clashes as possible whilst still allowing enough time for the project to be completed and marked by the end of this academic year for a November entry.

Please see the deadlines below:

Mid Project Review	w/c 18 th March
The Project Product Review	w/c 22 nd April
Submit Product (report and artefact)	w/c 6 th May
Complete Presentation Record Part A	w/c 6 th May
Delivered Presentation	Either 21 st May/4 th June
Complete Presentation Record Part B	Friday 14 th June
Summary & Reflection	w/c 17 th June
Production Log Submitted (Project Q printed)	Thursday 27 th June
Submission Checklist (completed by staff)	Friday 28 th June

All reviews are held between students and supervisors (usually the students tutor). The upcoming Mid Project Review will be a chance for supervisors to read the students report so far and give some verbal guidance on how the report is going and where they can improve. This will then ensure that students can act upon this guidance whilst finishing their report. The aim of the Project Product Review is for supervisors to see the finished or almost finished report and offer some guidance on final 'tweaks' that may be needed. This means that the report writing should not interfere with the Year 12 mocks for students by prioritising their reports now.

The compulsory presentations will take on a slightly different format this year as presentation evenings and we would like to invite you along to see the wonderful effort that has been made and work produced by the students. On either the 21st May or 4th June, students will be presenting their EPQ projects at school during one of the evening events. A separate letter with further details will be sent to you inviting you to the event. We are aware some students are involved in exams around this time and will ensure those who have exams the next day will be involved in the other presentation evening. This has created more time for students to complete the reports and production log to the best of their ability.

Whilst supervisors have been providing the taught element of the course, to further support students with their independent project we have provided example EPQ projects in the 6th Form Centre alongside 'EPQ Toolkit' books they can use for guidance. Some of these resources can also be accessed online from their Project Q log in. Any EPQ student can also make an appointment to see Mrs Anderson for further guidance as she is an EPQ moderator and has a wealth of experience and knowledge of the EPQ process. They can make this appointment through Mrs Baker in the 6th Form Centre.

If you have any further questions please contact me.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Paul', written in black ink.

Miss C Doel
EPQ Coordinator