**EPQ Supervisor Checklist**

This must be completed before handing in to ZJ. Please show marking of the skills and levels throughout by marking ‘AO1 L3’ for example in the margin, and an explanation of the work. If something is missing please put a post it note on the front of the project. Please compile the work in this same order.

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| --- | --- | --- |
| Point | Done | Initial |
| 1. The EPQ Moderator Marking sheet
* All 4 AO skills has comments typed up
* The students name is at the top
* The total is added correctly at the bottom of the sheet
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| 1. The Oral Presentation Record Form
* Typed up and completed including the title, candidate and center number at the top
* Evidence is written in the ‘comments’ section and the banding is identified e.g. by bold/underscore
* At the bottom of the form the strengths of the presentation have been outlined
* You have signed the witness statement and written your position (EPQ Supervisor)
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| 1. The Candidate Record Sheet
* The learner Number, Center Number, and unit Name are written (P301).
* It is signed by the student and ZJ
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| 1. The Project Proposal Form (this should have had much discussion time dedicated to it, ensuring high quality in all areas. Lots of marks can be gained here).
* Has the student’s name, number, center number title and unit cd at the top.
* Signed by ZJ
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| 1. The dissertation with evidence of marking in the margins.
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| 1. The PAL
* Student’s name, number etc. Should be at the top
* The PAL should include an updated last page with reflections on the presentation
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| 1. Bibliography (Harvard referenced)

Webography (with dates accessed) |  |  |
| 1. Appendices- other material may be used here such as old PPFs
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| 1. A copy of the presentation Powerpoint
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