



# Brine Leas Sixth Form

An Academy

Believe, Learn, Succeed

June 2018

## To: Parents/Guardians of Year 12 Students

Dear Parent/Guardian

### Extended Project Qualification (EPQ)

Current Year 12 students, who will be continuing into Year 13 in September 2018, have been requested to complete their EPQ over the summer break, with a complete draft submission being handed to their supervisors on 14<sup>th</sup> September 2018. This final draft will then be returned with feedback for improvements and a predicted grade will be made.

Many students are well underway with their EPQ and the team have observed some excellent pieces of work, many of which are near completion; congratulations must be given to those students who have been extremely proactive.

The full final draft needs to include the following, depending on the format of the EPQ :

- Complete Production Log (Project Q) up to and including summary and reflection (presentation part B will be completed by supervisors after presentations have been completed in September/October 2018). Students will need to ensure supervisor sections are completed before the end of this term.
- Include all planning: spider-diagrams, Gantt charts, story/mood boards, project plans, essay plans, research diary etc.
- A referenced (Harvard with footnotes or equivalent) draft essay - 5000 words or artefact and accompanying report.
- Include all research: secondary and primary (where relevant); in terms of secondary, students need to use a variety of sources: books, internet, magazines, journals etc. Students MUST NOT simply rely on the internet!
- If students have completed primary research, this data needs to be analysed and synthesised into the draft essay or artefact/report. Collated and summarised results of primary data collection must be annotated and put into the appendix.
- Bibliography and references (Harvard or equivalent); pictures/diagrams also need to be referenced.
- Critical analysis of sources: format is individual but students must analyse the reliability and relevance of their selected sources ( eg, RAVEN technique).
- Any additional appendices, log books, tables etc.
- For an Artefact EPQ, students must hand in the process, i.e. portfolio of evidence, designs, prototypes etc. All of the above will apply to artefacts (apart from 5,000 word essay). In addition the final artefact and accompanying report must be submitted.

We would appreciate your support in guiding your son/daughter towards the completion of the required draft, to ensure this important deadline is achieved.

Yours faithfully

**Mrs P Hughes**

EPQ Co-ordinator/Head of Social Sciences

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