

# Extended Project Qualification

## Guidance for delivery

Version 1.0

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For external use



## Document revision history

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# 1. Introduction

The Level 3 Extended Project is a free-standing qualification that can be taken alongside other Level 3 studies. It allows learners to create an extended piece of work that complements their studies in City & Guilds Technical qualifications or A Levels. Alternatively, the Extended Project qualification may explore an area of personal interest or activity outside the main programme of study.

Delivery of the Extended Project qualification in centres will involve some teaching of the relevant skills plus mentoring and supervision of the learner's progress. It will also involve extended independent work by the learner. Learners will be required to:

- choose an area of interest,
- draft a project title,
- draft aims of the project,
- plan, research and carry out the project,
- provide evidence of all stages of project development,
- deliver a presentation to a specified audience.

## 1.1. UCAS points

The City & Guilds Extended Project qualification carries up to 28 UCAS points that can be used towards a points offer from a university.

Grade	A*	A	B	C	D	E
UCAS points	28	24	20	16	12	8

## 1.2. Resilience

Ofqual has published [guidance](#) for schools and colleges on collecting evidence of student performance for GCSE, AS and A levels, Project Qualifications and AEA. This guidance is for centres to provide resilience in the exam system in the unlikely event that government determines that exams are not able to go ahead. The arrangements are not designed to be used to award grades in circumstances where there has been localised disruption to teaching and learning.

## 2. Key Dates for 2023/24

Event	Date
Learner registrations	4 September – 27 October 2023
Booking window	2 October – 1 December 2023
Deadline to submit marks and evidence for moderation	17 May 2024
Results released to centres	12 August 2024
Results release to learners	15 August 2024

## 3. Delivery

### 3.1. Assessment

The JCQ [Instructions for conducting coursework](#) covers project qualifications. The term teacher is used, and this covers anyone (regardless of employment status) who is responsible for supervising and/or assessing candidates' work.

Centres are reminded that any breach of the regulations for the setting, supervision, authentication and marking of coursework may constitute malpractice (which includes maladministration), as defined in the [JCQ document Suspected Malpractice: Policies and Procedures](#) and the City & Guilds [Managing cases of suspected malpractice in examinations and assessments](#) document.

Centres must take all reasonable steps to prevent malpractice, this includes ensuring that candidates are aware of the need for the work to be their own. Centres may also find it useful to refer to the following documents:

#### Plagiarism in Assessments

[This guidance note](#) is written for centre staff who have responsibility for supervising and/or marking candidates' projects.

#### AI Use in Assessments: Protecting the Integrity of Qualifications

[This guidance](#) is intended to provide teachers/assessors the information they need to manage use of AI in assessments.

### 3.2. Moderation

Moderation is a quality assurance process whereby City & Guilds reviews a sample of centre marking and candidate evidence to ensure that it is accurate and consistent, in line with the correct national standard. Where it is not, centre marks may be adjusted or in some

instances the work is remarked completely, to align them with the required standard. To support this process, in some instances City & Guilds may require additional evidence to be uploaded and centres are expected to comply with these requests. It is a requirement of the moderation process that:

- every centre is sampled every year, and
- sampling is completed before results are issued.

More information on the process is available here:

<b>Quality Assurance Guide for Centres</b>	<a href="#">This document</a> provides information on the centre marking process as well as the moderation process.
<b>Moderation Portal centre guide</b>	<a href="#">This document</a> explains how to upload marks and evidence

## 4. Results

### 4.1. Issuing results to learners

The results for the Extended Project are issued on A level results day. Results may be visible in Walled Garden ahead of the official A Level results day, however these must not be shared with learners before this date. If a centre identifies any member of staff who has released results early to learners, this should be reported to City & Guilds as potential malpractice. Results are issued on the Walled Garden. They are available to centres earlier in the week to allow them to prepare and check for any issues (for example any missing results).

### 4.2. Post-results services

The following services are available to centres if they identify or suspect any errors in results:

<b>Missing bookings and submissions</b>	This <a href="#">form</a> can be used for cases where a centre has failed to make a booking for an assessment component via Walled Garden and has not submitted a result for the component to the Moderation Portal. It's available with in the Enquiries, missing submissions and amendments" section of the resource hub.
<b>Error correction and amendments</b>	For <a href="#">corrections to a centre submission</a> , for example where there has been an administrative error and the wrong mark has been submitted.
<b>JCQ Post-results services</b>	<a href="#">This document</a> describes the process for a review of moderation.
<b>JCQ Appeals</b>	<a href="#">This document</a> describes the process for appeals

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We work with governments, organisations and industry stakeholders to help shape future skills needs across industries. We are known for setting industry-wide standards for technical, behavioural and commercial skills to improve performance and productivity. We train teams, assure learning, assess cohorts and certify with digital credentials. Our solutions help to build skilled and compliant workforces.

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