



# ASDAN Higher Project Qualification

Level 2

Qualification specification

# ASDAN Level 2 Higher Project Qualification: Qualification specification

## Document review history

| Version and date | Change detail            | Section                                                     |
|------------------|--------------------------|-------------------------------------------------------------|
| V1 July 2026     | Document created         | All                                                         |
| V1.1 July 2026   | References to NI removed | Qualification summary, 4.<br>Performance points and funding |

## Associated documents

This document is intended for use by current and prospective ASDAN centres.

So that centre staff delivering, assessing and quality assuring ASDAN qualifications fully understand their responsibilities and ASDAN's expectations, this qualification specification document should be read in conjunction with the following documents:

- Appeals policy and procedure
- Centre agreement
- Centre auditing policy
- Centre policy and procedure guide
- Conflict of interest policy
- Equity, diversity and inclusion policy and procedure
- Malpractice and maladministration policy and procedure
- Reasonable adjustments to assessment policy and procedure
- Registration and certification policy
- Retention of assessment materials policy
- Safeguarding incident policy
- Sanctions policy and procedure
- Special considerations policy and procedure
- Withdrawal policy and procedure

# Qualification summary

|                               |                                        |
|-------------------------------|----------------------------------------|
| <b>Sector subject area</b>    | 14.1 Foundations for learning and life |
| <b>Age group approved</b>     | 14+                                    |
| <b>Entry requirements</b>     | None                                   |
| <b>Assessment types</b>       | Portfolio                              |
| <b>Grading scale</b>          | A*, A, B, C, Unclassified              |
| <b>Delivery language(s)</b>   | English                                |
| <b>Availability</b>           | England, International                 |
| <b>Operational start date</b> | 1 September 2026                       |
| <b>Review date</b>            | 31 August 2028                         |

Queries regarding the delivery, assessment or internal quality assurance of ASDAN qualifications should be sent to [info@asdan.org.uk](mailto:info@asdan.org.uk) in the first instance.

# Qualification summary

| Qualification name                         | Qualification number | Guided learning hours (GLH) | Total qualification time (TQT) |
|--------------------------------------------|----------------------|-----------------------------|--------------------------------|
| ASDAN Level 2 Higher Project Qualification | 610/7721/5           | 60                          | 60                             |

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# 1. About ASDAN

ASDAN is an education charity and awarding organisation providing courses, accredited curriculum programmes and regulated qualifications to engage, elevate and empower learners with diverse needs.

ASDAN creates accessible, high quality and impactful courses, programmes and qualifications, and works with partner educators to foster the personal, social and work- related abilities of learners with diverse needs.

ASDAN believes that learners should have the opportunity to discover, develop and make use of their abilities to affirm their identities, contribute to society, and challenge educational and social inequalities.

ASDAN supports a wide variety of settings across the UK and internationally, including mainstream and special schools, further education colleges, pupil referral units, local authorities, and community organisations. See more at: [asdan.org.uk](https://asdan.org.uk)

## 2. Qualification overview

### 2.1 Qualification purpose

This qualification embeds and integrates the ASDAN core skills through the design, management and production of a project in an appropriate context (including work). The qualification also provides links to other ASDAN qualifications in Personal Effectiveness and embeds the skills related to personal and social development and employability which are valued for progression.

The qualification can be used to support learners on programmes such as GCSE or Level 1 and Level 2 vocational qualifications in schools and colleges to embed core personal and social development and employability skills within subject, vocational or occupational specialist knowledge, skills and understanding.

The ASDAN Level 2 Higher Project Qualification (HPQ) enables learners to:

| Project aims                                                                                                     | Link to ASDAN core skills                           |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Develop and apply skills                                                                                         | Learning, communicating, thinking                   |
| Develop as inquisitive and independent learners                                                                  | Learning, thinking, self awareness, decision making |
| Be inspired by new areas and/or methods of study                                                                 | Learning, thinking, self awareness                  |
| Plan and review their learning                                                                                   | Learning, decision making, thinking                 |
| Use their learning experiences to support their personal aspirations for further study and/or career development | Learning, thinking, self awareness, team working    |

|                                                                                                                                   |                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Develop, where appropriate, as digitally (electronically) confident learners and apply appropriate technologies in their studies. | Learning, thinking, team working, communicating                                  |
| Transfer skills developed as part of their project to other areas of study                                                        | Learning, thinking, communicating, decision making, team working, self awareness |

## 2.2 Who are these qualifications for?

The ASDAN Level 2 Higher Project Qualification is typically suited to learners aged 14 to 16. Centres may start the teaching and learning for this qualification with learners below Year 10, however learners should be aged 14 at the time when their centre mark is submitted for award.

ASDAN's Level 1 Foundation Project Qualification is not available to private learners.

## 2.3 Entry requirements

There are no entry requirements for this qualification.

Centres must carry out effective initial assessment of learners to determine whether they are ready to undertake the ASDAN Level 2 Higher Project Qualification, prior to registering each learner.

## 2.4 Progression opportunities

Learners could progress to:

- the ASDAN Level 3 Extended Project Qualification
- another ASDAN qualification that develops additional skills at the same or a higher level education or training at a higher level with another provider (eg from school to college, or college to higher education), such as an ASDAN Personal Effectiveness Qualification
- a work placement
- employment

## 3. National Standards and curricula

ASDAN's Level 2 Higher Project Qualification can be completed alongside other national qualifications at the same or a similar level, eg GCSEs or vocational qualifications at level 1 or level 2, or can be completed independently of any other qualification. The HPQ must form part of a planned programme of study.

The HPQ is intended to provide an opportunity for learners to focus on an area of learning of particular interest to the learner so is not aligned to a specific National Curriculum subject. Project qualifications are designed to support the development of general skills such as learning, critical thinking, communicating, decision making and self-awareness, and to extend learning beyond anything that is covered in another programme of study or qualification.

Higher Project Qualifications are aligned to the national qualifications framework and regulatory standards ([Ofqual's Project qualification-level Conditions and requirements](#))<sup>1</sup>

<sup>1</sup> [gov.uk/government/publications/project-qualification-level-conditions-and-requirements](https://gov.uk/government/publications/project-qualification-level-conditions-and-requirements)

## 4. Performance points and funding

ASDAN's Level 2 Higher Project Qualification is funded in England.

Centres should check the current details for funding and performance points when planning their curriculum.

Information about qualifications regulated by Ofqual can be found on the [Register of Regulated Qualifications](#)<sup>1</sup>

Information about funding eligibility, for qualifications regulated by Ofqual, can be found on the [List of qualifications approved for funding](#)<sup>2</sup>

## 5. Qualification structure

### 5.1 Qualification structure

The Higher Project Qualification requires learners to be taught project skills including planning, research, study, organisation/project management and presenting. The taught element of the HPQ does not contribute to the final mark.

In addition to the taught element of the HPQ learners must carry out a piece of independent work that is supervised, monitored and assessed by the centre. Marks are awarded for specified aspects of the independent work, detailed in the assessment objectives below.

### 5.2 Guided learning hours

ASDAN's Level 2 Higher Project Qualification requires a total of 60 guided learning hours.

The qualification includes teaching of the necessary skills, supervision and assessment of the learners' progress. The time to be spent on each element of this qualification is shown below:

|                                              | Hours    | %   |
|----------------------------------------------|----------|-----|
| Taught element                               | 30 hours | 50% |
| Independent learning, supervision and review | 30 hours | 50% |

Centres must plan the delivery of the HPQ over a suitable period of time, eg one academic year, to allow sufficient time for delivery of the teaching and learning element of the qualification, for learners to carry out their research and produce their project, and to conduct assessment and internal quality assurance/moderation prior to the published date for submitting marks to ASDAN.

1 [register.ofqual.gov.uk](https://register.ofqual.gov.uk)

2 [qualifications.education.gov.uk/Search](https://qualifications.education.gov.uk/Search)

## 5.3 Project types

Learners must select a topic for their project that can be clearly defined in the project title and which is agreed with the supervisor/assessor.

Projects can be one of the following:

- A written report – based on desktop research or a field investigation, between 1500 and 2000 words.
- An artefact – an object or product eg piece of furniture, webpage/site, garment, design, accompanied by a written report of between 500 and 750 words.
- A performance – eg in music, drama, sport, accompanied by a written report of between 500 and 750 words.

Work experience and placements can be used to inform or provide evidence for independent project work.

All project outcomes require learners to deliver a presentation to a non specialist audience, followed by a live question and answer (Q&A) session. At this level, a presentation of around 5-7 minutes, followed by a brief Q&A session of around 3-5 minutes, is sufficient.

Group projects are allowed, although each individual learner in the group must have a clearly defined role and contribute at all stages of the project. Each learner must achieve every assessment outcome, and must produce their own project output (written report, artefact or performance).

## 6. Qualification content

To achieve the Higher Project Qualification, learners must complete and achieve all four of the following assessment objectives:

| Assessment Objectives (AO)                     |                                                                                                                                                                      | Marks | Weighting |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------|
| <b>AO1 Manage a project</b>                    | Identify, plan and carry out a project, applying a range of skills and methods to achieve objectives.                                                                | 10    | 20%       |
| <b>AO2 Use resources to inform the project</b> | Research, select, organise and use information, and select and use a range of resources. Interpret data and apply findings.                                          | 10    | 20%       |
| <b>AO3 Develop and realise</b>                 | Select and use a range of skills, including, where appropriate, new technologies and problem solving, to achieve planned outcomes.                                   | 20    | 40%       |
| <b>AO4 Review project outcomes</b>             | Evaluate project outcomes and own learning and performance. Use communication skills to present evidenced project outcomes and conclusions in an appropriate format. | 10    | 20%       |

## 7. Recognition of prior learning (RPL)

Recognition of prior learning is not available for the Higher Project Qualification.

Assessment for the HPQ requires learners to generate, present and submit evidence of a single, new project in full.

## 8. Centre requirements

Centres must be an approved centre with ASDAN and will need to request approval for the ASDAN Level 2 Higher Project Qualification before delivering this qualification, as detailed in the [ASDAN Centre Policy and Procedure Guide<sup>1</sup>](#).

It is the centre's responsibility to ensure that all staff involved in the delivery, assessment and internal quality assurance/moderation of ASDAN qualifications meet ASDAN's requirements for these roles, including attending appropriate training, as set out in this document.

Centres offering ASDAN courses must adhere to the requirements set out in the [ASDAN Centre Agreement<sup>2</sup>](#)

Centres that do not adhere to the ASDAN Centre Agreement may have their approval withdrawn for the HPQ or may have another type of sanction applied, as set out in the [ASDAN Sanctions policy and procedure<sup>3</sup>](#)

Centre and qualification approval must be achieved prior to a centre promoting the qualification or commencing delivery.

| To achieve approval for ASDAN's Project qualifications, centres must be able to provide evidence of:                         | Potential Evidence                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| An appropriate assessment and internal quality assurance strategy for a centre-assessed/marked qualification                 | <ul style="list-style-type: none"><li>• EQA feedback reports for a Project Qualification or other similar qualification indicating no significant actions</li><li>• IQA strategy document, detailing how the centre will implement effective assessment and internal quality assurance processes and practice</li></ul> |
| Effective planning for the taught element of the Project Qualification (30 GLH)                                              | <ul style="list-style-type: none"><li>• Delivery plan for 30 hours taught element</li></ul>                                                                                                                                                                                                                             |
| Access to a secure tool for checking authenticity/similarity and identifying use of AI                                       | <ul style="list-style-type: none"><li>• Licence details for Turnitin or similar tool</li></ul>                                                                                                                                                                                                                          |
| Qualified teacher status (Supervisors/ Assessors)                                                                            | <ul style="list-style-type: none"><li>• Evidence of QTS status – QTS number or certificate copy</li></ul>                                                                                                                                                                                                               |
| Experience of delivery/assessment/IQA at the level of the qualification (Supervisors/ Assessors and IQAs/IMs as appropriate) | <ul style="list-style-type: none"><li>• CV and/or CPD record</li></ul>                                                                                                                                                                                                                                                  |

1 [asdan.org.uk/policies-regulations-and-centre-guidance](https://www.asdan.org.uk/policies-regulations-and-centre-guidance)

2 [asdan.org.uk/policies-regulations-and-centre-guidance](https://www.asdan.org.uk/policies-regulations-and-centre-guidance)

3 [asdan.org.uk/policies-regulations-and-centre-guidance](https://www.asdan.org.uk/policies-regulations-and-centre-guidance)

|                                                                                                                   |                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience of/expertise in delivering and assessing centre-assessed/marked qualifications (Supervisors/Assessors) | <ul style="list-style-type: none"> <li>• Prior experience of delivering/assessing/ IQA of a Project Qualification or other graded qualification based on achievement of specific learning outcomes, evidenced through CV and/or CPD record</li> </ul> |
| Experience of/expertise in internal quality assurance (IQAs/IMs)                                                  | <ul style="list-style-type: none"> <li>• Prior experience of IQA of a Project Qualification or other graded qualifications based on achievement of specific learning outcomes, evidenced through CV and/or CPD record</li> </ul>                      |

## 9. Delivery

The Higher Project Qualification requires learners to be taught project skills including planning, research, study, organisation/project management and presenting. The taught element of the HPQ does not contribute to the final mark.

In addition to the taught element of the HPQ learners must carry out a piece of independent project work that is supervised, monitored and assessed by the centre.

The taught element of a project qualification can be delivered before and alongside independent project work, however, it must not undermine the independence or authenticity of independent project work.

Centres must develop a suitable programme of learning that includes teaching and learning of core skills prior to independent project work commencing. Core skills include planning and research skills. Centres should refer to ASDAN's Level 2 Higher Project Qualification Delivery and Assessment Guide for guidance on developing a suitable programme of learning.

## 10. Supervision and assessment

### 10.1 Supervision

To achieve a Project Qualification, the learner must be able to demonstrate independence in planning, researching, carrying out and reviewing the project.

Supervisors should provide a level of support appropriate to the level of the qualification, which allows the learner to produce evidence for each of the assessment objectives that is authentic and attributable to them.

Supervisors must ensure that the chosen project topic and title is suitable for the level of the qualification and age of the learner. In the event that a project topic/title or content raises a potential safeguarding concern, this should be managed through the centre's safeguarding processes.

### 10.2 Assessment

This qualification is assessed internally by the supervisor/assessor, on completion of all elements of the independent project. Learners must submit evidence for assessment that demonstrates their competence in each of the assessment objectives. Evidence is marked by the supervisor/assessor against the marking grids provided by ASDAN. (See 17.1-17.4)

Centres must carry out standardisation activities to ensure that the criteria set out in the marking grids for each assessment objective are applied consistently. (See 11.1)

ASDAN's Level 2 Higher Project Qualification, requires internal moderation, prior to centre marks being submitted to ASDAN by the date specified. (See 11.2)

Marks awarded by the centre are subject to external moderation by ASDAN. Where necessary, ASDAN will adjust centre marks to ensure that final marks/grades are awarded are in-line with the national standard. The ASDAN Level 2 Higher Project Qualification is graded on the scale A\*, A, B, C. Full project submissions where evidence is insufficient to lead to the award of a grade will be recorded as Unclassified. (See Appendix A for grade descriptors)

### 10.3 Evidence for assessment

ASDAN provides template forms for the purpose of recording the progress of independent project work. It is a mandatory requirement that centres use the forms provided by ASDAN (digital or hard-copy versions). (See 16.1)

In addition to completed and signed project forms, evidence which must be made available for assessment and internal and external moderation includes the project output (written report, artefact or recording of performance) and evidence of the presentation.

Evidence submitted for assessment must be well organised and referenced to the relevant assessment objective, learning outcome and assessment criterion, to support the assessment and quality assurance processes. A single piece of work may provide evidence for more than one learning outcome and may therefore be referenced to multiple assessment criteria or learning outcomes. Evidence should be organised in a digital or hard-copy portfolio.

It is expected that learners will produce a range of types of evidence throughout their independent project work, such as hand-written or typed text notes, voice notes, audio or video files of performances or other activities, photographs, observation records, artefacts, work products eg Gantt chart. Whilst it may not be necessary to submit all evidence generated during the development of the project for assessment or moderation, it is advised that learners retain all evidence relating to their project until receipt of the certificate confirming the award/grade and, where appropriate, until the outcome of any enquiry or appeal has been communicated.

### 10.4 Authentication of learner work

ASDAN requires centres and learners to provide a declaration of the authenticity of work submitted for award of the Higher Project Qualification. Each learner and their supervisor/assessor must sign the Evidence record and authentication statement (Form 10) to confirm that all work submitted is the learner's own. Submissions for external moderation that do not include an Evidence record and authentication statement signed by both the learner and the supervisor/assessor may be given a mark of zero (0) or result in the learner being marked as absent for the project.

Supervisors/assessors should be sufficiently familiar with a learner's usual standard and level of work to be able to determine whether learner work submitted for the HPQ is comparable to the learner's usual standard and level of work. In addition, the level of supervision given throughout the independent project work should be sufficient to enable the supervisor/assessor to verify the authenticity of evidence generated at all stages of the independent project.

Centres are required to undertake checks for plagiarism and the use of artificial intelligence (AI) at internal assessment stage and are required to provide evidence of these checks to

ASDAN. Centres should use appropriate software, which is licenced to the centre, to carry out such checks. Centres should not rely on the use of publicly accessible free-to-use tools that introduce risks associated with data protection, accuracy, fairness, safeguarding and accountability.

Where learners undertake internally assessed activities outside of their usual education setting such as a work placement, centres must ensure that sufficient direct supervision takes place to enable the centre's supervisor/assessor and internal moderator (IM) to verify the authenticity of the learner's work. This should include periodic observations by the centre supervisor/assessor.

Centres must educate learners on the issue of plagiarism and the consequences of submitting work that has been plagiarised from other sources, including work wholly or partially generated by AI. The taught element of the HPQ must include how to use published materials to support discussion and arguments and the proper use of referencing.

Evidence submitted for the HPQ that cannot be authenticated as the learner's own may constitute malpractice. (See 12.2)

## 10.5 Reasonable adjustments and special considerations

Centres should refer to ASDAN's Reasonable adjustments to assessment policy and procedure and Special considerations policy and procedure for guidance on the management of access arrangements.

Reasonable adjustments to assessment for project qualifications must not affect the validity of assessment outcomes and must not give a learner an advantage over other learners undertaking the same or similar [assessment](#)<sup>4</sup>

It is not possible to issue an award/grade for the HPQ if a learner does not complete the project.

## 10.6 Resits

If a learner wishes to improve on the grade they receive by making a second attempt at ASDAN's Level 2 Higher Project Qualification, the learner must be re-registered for the qualification and must engage in the full independent project process again. It is advisable that learners making a second attempt undertake the taught element of the HPQ again, so that they benefit from strengthening their knowledge and understanding of the skills required for the independent project work. Learners must carry out and submit a different project to their previously assessed work.

Learners registered for a second attempt must be declared to ASDAN. Learners making a second attempt at the HPQ must be included in the samples for internal and external moderation. The sample submitted for internal and external moderation for learners making a second attempt must include the original assessed work and project forms, as well as all required evidence of the second attempt.

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4 [jqc.org.uk/exams-office/access-arrangements-and-reasonable-adjustments](https://www.jcq.org.uk/exams-office/access-arrangements-and-reasonable-adjustments)

## 11. Internal and external quality assurance

### 11.1 Standardisation

Centres must carry out standardisation activities for all internally assessed work, to ensure the application of the criteria in the marking bands is consistently applied and to ensure that all learners are fairly assessed.

Standardisation is an integral part of internal quality assurance and, as such, should be led by someone with appropriate expertise and experience in internal quality assurance.

Standardisation activities should include the marking of selected learner work by all supervisors/assessors, followed by discussion regarding the interpretation of how marking criteria have been applied. Where there are inconsistencies between supervisors'/assessors' interpretation of marking criteria, the person leading the standardisation activity (a lead IQA/moderator) will decide the mark awarded. Supervisors/assessors and IQAs/IMs must provide a rationale for how they awarded marks in relation to the marking criteria.

To support centre standardisation, centres should refer to the qualification specification and guidance documents, materials from ASDAN standardisation events, and archive project samples where the final mark has been externally quality assured by ASDAN.

Centres must retain records of standardisation activities and include these in the sample submitted to ASDAN for external quality assurance checks.

ASDAN holds an annual standardisation event for each of its Project qualifications, when it provides support in the application of marking criteria. Centres delivering an ASDAN Project qualification for the first time must attend an ASDAN standardisation event. Centres must attend appropriate ASDAN standardisation events on an ongoing basis, at least once every 3 years, although ASDAN recommends centres attend on an annual basis.

Centres, including individual IQAs/IMs or assessors, may be mandated to attend ASDAN standardisation events for several reasons including:

- Serious or persistent misinterpretation of the qualification specification requirements
- Significant or persistent adjustments to centre marks during external moderation
- Where the nature of the agreed project topic or title is inappropriate

## 11.2 Internal moderation

As an internally assessed/centre marked qualification, ASDAN's Level 2 Higher Project Qualification, requires internal moderation, prior to the submission of centre marks to ASDAN. Centres must develop and implement an effective, risk-based strategy for internal [moderation](#)<sup>5</sup>.

Whilst ASDAN is not currently an associate member of the Joint Council for Qualifications, it is expected that centres will follow [JCQ guidance](#)<sup>6</sup> on non-examination assessment and centre assessment alongside ASDAN policies, procedures and guidance.

Internal moderation must take into consideration

- evidence generated by the learner for each of the assessment outcomes
- supervisor/assessor marks with commentary providing justification for marks awarded
- the marking bands

Internal moderation, including standardisation, must take place prior to centre marks being submitted to ASDAN.

## 11.3 Malpractice and maladministration

Centres have a responsibility, through robust internal quality assurance, to identify and address any instances of potential, alleged or actual maladministration or malpractice. Centre staff with responsibility for delivery, supervision/assessment, or internal quality assurance/moderation of ASDAN qualifications must have access to the [ASDAN Malpractice and maladministration policy and procedure](#)<sup>7</sup> and understand their responsibilities in relation to it.

Centres must ensure that learners are informed of ASDAN's policy and procedure for malpractice and maladministration. Malpractice includes:

- Submitting work that is not the learner's own, such as
  - Work produced by another person without proper acknowledgement
  - Work copied from books, the internet or other sources, including content written by AI generative tools eg ChatGPT, without proper acknowledgement
- Lending work to other learners
- Allowing other learners access to, or use of, the learner's own independent research (this does not mean that learners cannot use the same source materials where these have been identified through independent research)
- Excessive or inappropriate assistance from the supervisor/assessor

Suspected or actual malpractice identified by the centre prior to a declaration of authentication being signed should be managed through the centre's own policy and procedures. Any such instances, including details of work that is not the learner's own, must be recorded on Form 4 Project activity log and Form 11 Assessment and IQA record, with details of any discussion with the learner, relating to the suspected or actual malpractice, recorded on the next review form.

Suspected or actual malpractice identified after the authentication declaration has been signed by the learner must be reported to ASDAN, in line with ASDAN's Malpractice and maladministration policy and procedure.

ASDAN uses a risk-based approach to identifying a sample for external moderation.

5 [asdan.org.uk/policies-regulations-and-centre-guidance](https://www.asdan.org.uk/policies-regulations-and-centre-guidance)

6 [jqc.org.uk/exams-office/coursework-neq](https://www.jcq.org.uk/exams-office/coursework-neq)

7 [asdan.org.uk/policies-regulations-and-centre-guidance](https://www.asdan.org.uk/policies-regulations-and-centre-guidance)

## 12. Centre Assessment Standards Scrutiny (CASS)

### 12.1 External moderation

Centre Assessment Standards Scrutiny (CASS) refers to the checks that an awarding organisation puts in place to ensure that assessment, where this is carried out by a centre, is fit for purpose, and is applied accurately and consistently by assessors.

External moderation is one form of external quality assurance check where the quality of centre-based assessment and internal quality assurance is reviewed prior to awarding and is one of the ways that ASDAN checks the accuracy and consistency of assessment carried out by its centres. ASDAN may carry out external quality assurance sampling or observations at any point during the delivery of its qualifications.

Where external moderation identifies that assessment and/or internal moderation is ineffective, ASDAN may adjust marks and actions will be set for the centre.

External moderation is carried out by individuals with appropriate competence, who have no personal interest in the outcome of the qualification, and who are appointed by ASDAN. External moderators undergo training, including standardisation, prior to carrying out any external moderation and on an ongoing basis.

ASDAN uses a risk-based approach to determining the sample requested for external moderation, including the size and scope of the sample. Centres should refer to [ASDAN's External quality assurance sample centre checklist](#)<sup>8</sup> for information about what to include in the sample submitted to ASDAN for external moderation.

A centre report, based on the findings from external moderation, is issued at the same time as provisional results.

## 13. Enquiries and appeals

Centres must refer to the [ASDAN Appeals policy and procedure](#)<sup>9</sup> for guidance if the learner or centre disagrees with the outcome of an ASDAN external quality assurance/moderation activity.

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8 [asdan.org.uk/policies-regulations-and-centre-guidance](https://asdan.org.uk/policies-regulations-and-centre-guidance)

9 [asdan.org.uk/policies-regulations-and-centre-guidance](https://asdan.org.uk/policies-regulations-and-centre-guidance)

## 14. Administration, including certification

### 14.1 Assessment availability

ASDAN's Level 2 Higher Project Qualification has one external moderation series per year, in line with the summer exam season and awarding period.

### 14.2 Learner registration and key dates

Centres must create a cohort and register learners for the ASDAN Level 2 Higher Project Qualification by the date set by ASDAN. A course coordinator must be assigned at the point of setting up the cohort.

Centres must confirm the names and details of learners to be submitted for awarding and achievement, including the centre mark, supervisor/assessor and IQA/IM details, by the date set by ASDAN.

Dates for registration, submission of centre marks, external moderation, provisional results, the enquiry and appeal window, and of certificates being issued are provided in the [Key dates document](#)<sup>10</sup>, updated twice a year.

Guidance on how to register learners and submit marks to ASDAN is available via the [ASDAN Registration and Certification policy](#).<sup>11</sup>

### 14.3 Results and certificates

Provisional results are issued to centres (restricted release) by the date set by ASDAN, in line with the date for the awarding series published by [JCQ](#)<sup>12</sup>. Provisional results are usually released to centres the day before provisional results can be issued to learners.

Provisional results should be issued to learners by the centre, on the date set by ASDAN, in line with the results date for the awarding series set by Ofqual and published by [JCQ](#)<sup>13</sup>.

Certificates are issued to centres after the final date on which centres may submit an enquiry or appeal.

Dates for registration, submission of centre marks, external moderation, provisional results, the enquiry and appeal window, and of certificates being issued are provided in the [Key dates document](#)<sup>14</sup>, updated twice a year.

ASDAN reserves the right to withhold certificates under certain circumstances. Centres should refer to the [ASDAN Sanctions for Centres Policy](#)<sup>15</sup> for information.

Further information about the issue of results and certificates is available via the [ASDAN Registration and Certification policy](#).<sup>16</sup>

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10 [asdan.org.uk/courses/higher-project-qualification-level-2](https://www.asdan.org.uk/courses/higher-project-qualification-level-2)

11 [asdan.org.uk/policies-regulations-and-centre-guidance](https://www.asdan.org.uk/policies-regulations-and-centre-guidance)

12 [jqc.org.uk/exams-office/key-dates-and-timetables](https://www.jcq.org.uk/exams-office/key-dates-and-timetables)

13 [jqc.org.uk/exams-office/key-dates-and-timetables](https://www.jcq.org.uk/exams-office/key-dates-and-timetables)

14 [asdan.org.uk/courses/higher-project-qualification-level-2](https://www.asdan.org.uk/courses/higher-project-qualification-level-2)

15 [asdan.org.uk/policies-regulations-and-centre-guidance](https://www.asdan.org.uk/policies-regulations-and-centre-guidance)

16 [asdan.org.uk/policies-regulations-and-centre-guidance](https://www.asdan.org.uk/policies-regulations-and-centre-guidance)

## 14.4 Storage and retention of learner work

Centres must retain all learner work and associated assessment/marking and IQA/moderation records securely from the time of assessment until certificates have been received and checked, so that enquiries and appeals can be handled effectively and efficiently.

Centres should refer to the [ASDAN Retention of Assessment Materials Policy](#)<sup>17</sup> for guidance on how long samples of learner work, including records of assessment/marking, and internal quality assurance/moderation, should be kept.

## 15. Supervisor/assessor and internal quality assurer (IQA) /internal moderator (IM) requirements

### 15.1 Supervisor/assessor requirements

Supervisors/assessors of ASDAN's Level 2 Higher Project Qualification are not required to hold a formal qualification in assessment but must have relevant knowledge and expertise in carrying out centre-based assessment of a graded qualification at the same level as this qualification. This could include prior experience of delivering/assessing/supervising a Higher Project Qualification awarded by another awarding organisation or another graded qualification based on achievement of specific learning outcomes.

Centre staff with responsibility for supervision/assessment, should seek support from ASDAN if they are unsure about any aspect of the supervisor/assessor role.

HPQ supervisors/assessors must engage in appropriate ongoing training to ensure their expertise remains up-to-date, this should include internal standardisation and relevant qualification update training.

### 15.2 Internal quality assurer (IQA) / internal moderator (IM requirements)

IQAs/IMs of ASDAN's Level 2 Higher Project Qualification are not required to hold a formal qualification in internal quality assurance but must have relevant knowledge and expertise in carrying out internal quality assurance/moderation of a graded qualification at the same level as this qualification. This could include prior experience of internally quality assuring/internally moderating a Higher Project Qualification awarded by another awarding organisation or another graded qualification based on achievement of specific learning outcomes.

Centre staff with responsibility for IQA/IM, should seek support from ASDAN if they are unsure about any aspect of the IQA/IM role.

HPQ IQAs/IMs must engage in appropriate ongoing training to ensure their expertise remains up-to-date, this should include ASDAN and internal standardisation and relevant qualification update training.

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<sup>17</sup> [asdan.org.uk/policies-regulations-and-centre-guidance/](https://asdan.org.uk/policies-regulations-and-centre-guidance/)

## 16. Additional resources

### 16.1 Project forms

ASDAN provides the following template forms for the purpose of recording the progress and assessment of independent project work. It is a mandatory requirement that centres use the forms provided by ASDAN (digital or hard-copy versions).

Project forms must be completed at the appropriate stage of the project and not retrospectively, and must be completed, signed and dated by the appropriate person(s). Project forms can be completed digitally or by-hand.

Project forms are required evidence and are included in the assessment of the Higher Project Qualification.

|                          |                                                                                                                                                           |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Form H1</b>           | Project proposal (completed by the learner)                                                                                                               |
| <b>Forms H2a and H2b</b> | Forms H2a and H2b – Initial project review, including project title authorisation (completed by the learner, supervisor/ assessor and internal moderator) |
| <b>Form H3</b>           | Project plan (completed by the learner)                                                                                                                   |
| <b>Form H4</b>           | Project activity log, including source log (completed by the learner)                                                                                     |
| <b>Form H5</b>           | Midpoint project review (completed by the learner and supervisor/assessor)                                                                                |
| <b>Form H6</b>           | Presentation observation record (completed by the supervisor/assessor)                                                                                    |
| <b>Form H7</b>           | Work experience employer record (completed by the employer)*                                                                                              |
| <b>Form H8</b>           | Work experience observation record (completed by the supervisor/assessor)*                                                                                |
| <b>Form H9</b>           | Final project review (completed by the learner)                                                                                                           |
| <b>Form H10</b>          | Evidence record and declarations (completed by the learner, supervisor/assessor and internal moderator)                                                   |
| <b>Form H11</b>          | Assessment and IQA record (to be completed by the supervisor/assessor and internal moderator)                                                             |
| <b>Form H12</b>          | Centre declaration**                                                                                                                                      |

\* Required for work-experience based projects only, \*\* one per cohort

### 16.2 Other resources

Additional resources, to support the delivery, assessment and internal quality assurance/moderation of ASDAN's Level 2 Higher Project Qualification are available via the [qualification webpage<sup>18</sup>](#).

## 17. Assessment objectives

## 17.1 Assessment objective AO1 – Manage a project

|            |                                                                                                          |
|------------|----------------------------------------------------------------------------------------------------------|
| <b>Aim</b> | To identify, plan and carry out a project, applying a range of skills and methods to achieve objectives. |
|------------|----------------------------------------------------------------------------------------------------------|

| Learning outcomes |                                             | Assessment criteria |                                                                               |
|-------------------|---------------------------------------------|---------------------|-------------------------------------------------------------------------------|
| <b>1.</b>         | Be able to identify a topic of interest     | <b>1.1</b>          | Identify a topic of interest                                                  |
|                   |                                             | <b>1.2</b>          | Discuss and agree a suitable project topic with a supervisor/assessor         |
|                   |                                             | <b>1.3</b>          | Complete a project proposal                                                   |
| <b>2.</b>         | Be able to plan the project                 | <b>2.1</b>          | Prepare a project plan                                                        |
|                   |                                             | <b>2.2</b>          | Identify project aim(s) and objective(s)                                      |
|                   |                                             | <b>2.3</b>          | Outline the activities needed to achieve the project aim(s) and objective(s)  |
|                   |                                             | <b>2.4</b>          | Set suitable timescales to complete the activities outlined in 2.3            |
|                   |                                             | <b>2.5</b>          | Identify the resources needed to achieve the project aim(s) and objective(s)  |
|                   |                                             | <b>2.6</b>          | Identify possible challenges that may occur during the project                |
|                   |                                             | <b>2.7</b>          | Identify ways to overcome the possible challenges identified in 2.6           |
| <b>3.</b>         | Be able to carry out and manage the project | <b>3.1</b>          | Complete the planned project.                                                 |
|                   |                                             | <b>3.2</b>          | Review progress regularly and at appropriate stages of the project.           |
|                   |                                             | <b>3.3</b>          | Review and adapt the project plan as necessary, to achieve the project aim(s) |

## 17.2 Assessment objective AO2 – Use resources to inform the project

|            |                                                                                                                                |
|------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>Aim</b> | To research, select, organise and use information, and select and use a range of resources. Interpret data and apply findings. |
|------------|--------------------------------------------------------------------------------------------------------------------------------|

| Learning outcomes |                                                        | Assessment criteria |                                                                                                                                                             |
|-------------------|--------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b>         | Be able to plan research                               | <b>1.1</b>          | Identify suitable method(s) for researching the chosen project.                                                                                             |
|                   |                                                        | <b>1.2</b>          | Identify appropriate sources of information for the chosen project                                                                                          |
| <b>2.</b>         | Be able to obtain and select information from research | <b>2.1</b>          | Collect evidence and select information using suitable methodology                                                                                          |
|                   |                                                        | <b>2.2</b>          | Record relevant details of the research activities, including:<br>a) source of information<br>b) type of information<br>c) date(s) information was accessed |
|                   |                                                        | <b>2.3</b>          | Produce a simple bibliography                                                                                                                               |
| <b>3.</b>         | Be able to use information collected through research  | <b>3.1</b>          | Differentiate between factual evidence/information and opinion                                                                                              |
|                   |                                                        | <b>3.2</b>          | Extract and interpret facts and opinions relevant to the project topic                                                                                      |
|                   |                                                        | <b>3.3</b>          | Include relevant evidence/information from a range of sources in the project output(s)                                                                      |
|                   |                                                        | <b>3.4</b>          | Organise and present evidence/information in the final project output, so that it supports the overall project outcome(s)                                   |

## 17.3 Assessment objective AO3 – Develop and realise the project

|            |                                                                                                                                       |
|------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Aim</b> | To select and use a range of skills, including, where appropriate, new technologies and problem solving, to achieve planned outcomes. |
|------------|---------------------------------------------------------------------------------------------------------------------------------------|

| Learning outcomes |                                                            | Assessment criteria |                                                                                                                                                    |
|-------------------|------------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b>         | Be able to use skills to solve problems and make decisions | <b>1.1</b>          | Plan, organise and carry out activities to achieve the project aim(s)                                                                              |
|                   |                                                            | <b>1.2</b>          | Use and interpret evidence and information collected to inform the project outcome                                                                 |
|                   |                                                            | <b>1.3</b>          | Select and use appropriate problem solving tools and techniques                                                                                    |
|                   |                                                            | <b>1.4</b>          | Select and use effective project management tools, techniques and technologies                                                                     |
|                   |                                                            | <b>1.5</b>          | Check progress regularly                                                                                                                           |
|                   |                                                            | <b>1.6</b>          | Keep records which:<br>a) document progress<br>b) document activities undertaken<br>c) record the decision making process                          |
| <b>2.</b>         | Be able to work with others                                | <b>2.1</b>          | Work collaboratively with others, including the supervisor/assessor, as appropriate for the project                                                |
| <b>3.</b>         | Be able to achieve planned output                          | <b>3.1</b>          | Present the project research and outcome(s) using<br>a) suitable format and structure<br>b) effective communication skills<br>c) appropriate media |

## 17.4 Assessment objective AO4 – Review project outcomes

|            |                                                                                                                                                                         |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Aim</b> | To evaluate project outcomes and own learning and performance. Use communication skills to present evidenced project outcomes and conclusions in an appropriate format. |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Learning outcomes |                                            | Assessment criteria |                                                                                                                                                                                                  |
|-------------------|--------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b>         | Be able to review and evaluate the project | <b>1.1</b>          | Evaluate project:<br>a) aims and objectives<br>b) methods<br>c) choice of sources<br>d) resources                                                                                                |
|                   |                                            | <b>1.2</b>          | Evaluate development of own project management skills                                                                                                                                            |
| <b>2.</b>         | Be able to communicate project outcomes    | <b>2.1</b>          | Present final project using:<br>a) suitable format and structure<br>b) effective communication skills<br>c) appropriate media                                                                    |
|                   |                                            | <b>2.2</b>          | Deliver a presentation, covering the project outcomes and review, to an agreed audience, using:<br>a) suitable format and structure<br>b) effective communication skills<br>c) appropriate media |
|                   |                                            | <b>2.3</b>          | Respond to questions about the project outcomes and review                                                                                                                                       |

## 18. Marking bands

## 18.1 AO1 – Manage a project

|                                                    |                                                                                                                                                                                              |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AO1. Manage a project:</b><br>The learner will: | <ol style="list-style-type: none"> <li>1. Be able to identify a topic of interest</li> <li>2. Be able to plan the project</li> <li>3. Be able to carry out and manage the project</li> </ol> |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Mark band                               | Marking criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mark band 1</b><br><b>7-10 marks</b> | <p>Learner meets all requirements of the Assessment Objective, demonstrating the following:</p> <ul style="list-style-type: none"> <li>• Clear identification of the topic to be investigated</li> <li>• Clear, relevant project proposal which include detailed aims, objectives and project outcomes</li> <li>• Project plan is fully developed, organises time and resources appropriately and shows clear consideration of contingencies and how these are managed</li> <li>• Project management shows regular monitoring of progress and clear actions taken to adapt and manage changes to timescales and activities</li> <li>• Completes the project, meeting all outcomes fully</li> </ul>                                                                      |
| <b>Mark band 2</b><br><b>4-6 marks</b>  | <p>Learner meets most requirements of the Assessment Objective, demonstrating the following:</p> <ul style="list-style-type: none"> <li>• Generally appropriate identification of the topic to be investigated</li> <li>• Project proposal includes generally appropriate aims and objectives that are mostly relevant</li> <li>• Project plan shows generally appropriate evidence of organisation and shows consideration of how to manage most contingencies</li> <li>• Project management shows generally appropriate monitoring of progress which may not always be regular, and generally appropriate management of changes to timescales and activities</li> <li>• Completes the project with generally appropriate outcomes</li> </ul>                          |
| <b>Mark band 3</b><br><b>1-3 marks</b>  | <p>Learner meets some requirements of the Assessment Objective, demonstrating the following:</p> <ul style="list-style-type: none"> <li>• Some attempt to identify a relevant topic to be investigated</li> <li>• Project proposal shows some attempt to identify appropriate aims and objectives</li> <li>• Project plan shows some evidence of organisation which may be limited in places and some consideration of managing contingencies which may not always be appropriate</li> <li>• Project management shows some monitoring of progress and some consideration of managing changes to timescales and activities which may not always be appropriate</li> <li>• Completes the project with some appropriate outcomes which may be limited in places</li> </ul> |
| <b>0 marks</b>                          | Little or no response worthy of a mark                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

## 18.2 AO2 – Use resources to inform the project

|                                                                      |                                                                                                                                                                                                                       |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AO2. Use resources to inform the project</b><br>The learner will: | <ol style="list-style-type: none"> <li>1. Be able to plan research</li> <li>2. Be able to obtain and select information from research</li> <li>3. Be able to review information collected through research</li> </ol> |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Mark band                               | Marking criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mark band 1</b><br><b>7-10 marks</b> | Learner meets all requirements of the Assessment Objective, demonstrating the following: <ul style="list-style-type: none"> <li>• Clearly identifies appropriate resources and uses relevant information which meet all the project objectives</li> <li>• Uses appropriate methodologies to collect and select relevant information</li> <li>• Uses effective methods to record information so that is clear and relevant to the project, including the use of a bibliography that is clear and relevant to the information collected</li> <li>• Clearly identifies the types of information collected, identifying the difference between fact and opinion, and how these have been used</li> </ul>                              |
| <b>Mark band 2</b><br><b>4-6 marks</b>  | Learner meets most requirements of the Assessment Objective, demonstrating the following: <ul style="list-style-type: none"> <li>• Identifies generally appropriate resources and uses information which meets most of the project objectives</li> <li>• Uses generally appropriate methodologies to collect and select information that is mostly relevant</li> <li>• Uses mostly relevant methods to record information including the use of a bibliography that is mostly clear and relevant to the information collected</li> <li>• Identifies types of information collected which mostly identify the difference between fact and opinion and makes generally relevant connections with how these have been used</li> </ul> |
| <b>Mark band 3</b><br><b>1-3 marks</b>  | Learner meets some requirements of the Assessment Objective, demonstrating the following: <ul style="list-style-type: none"> <li>• Some identification of appropriate resources and use of information which may be limited in places</li> <li>• Resources and information may not clearly relate to the project objectives</li> <li>• Some attempt to obtain relevant information and use it in an appropriate way</li> <li>• Bibliography is not always clear or relevant to the information collected.</li> <li>• Information collected sometimes lacks relevance or clarity in how it has been used and fact and opinion are not clearly identified</li> </ul>                                                                |
| <b>0 marks</b>                          | Little or no response worthy of a mark                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## 18.3 AO3 – Develop and realise the project

|                                                                  |                                                                                                                                                                                                       |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AO3: Develop and realise the project</b><br>The learner will: | <ol style="list-style-type: none"> <li>1. Be able to use skills to solve problems and make decisions</li> <li>2. Be able to work with others</li> <li>3. Be able to achieve planned output</li> </ol> |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Mark band                               | Marking criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mark band 1</b><br><b>7-10 marks</b> | Learner meets all requirements of the Assessment Objective, demonstrating the following: <ul style="list-style-type: none"> <li>• Project plan is implemented and the outcomes are realised fully</li> <li>• Clear evidence that appropriate tasks have been planned, organised and carried out that meet outcomes</li> <li>• Clear evidence of interpretation of evidence gathered which informs project management and outcomes</li> <li>• Clear evidence of use of appropriate project management and problem solving techniques</li> <li>• Appropriate techniques, tools and technologies have been used throughout the project</li> <li>• Detailed and relevant records kept which show progress, activities, and decision making</li> <li>• Clear evidence of regular checks of progress which meet project plan requirements</li> <li>• Appropriate collaboration demonstrated throughout the project.</li> <li>• Research is presented in a well organised manner using an appropriate style and structure with evidence to support project outcomes</li> </ul> |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mark band 2</b><br><b>4-6 marks</b> | <p>Learner meets most requirements of the Assessment Objective, demonstrating the following:</p> <ul style="list-style-type: none"> <li>• Project plan is implemented and most outcomes are realised</li> <li>• Generally appropriate tasks have been planned, organised and carried out that meet outcomes</li> <li>• Generally appropriate interpretation of evidence gathered which mostly informs project management and outcomes</li> <li>• Generally appropriate use of project management and problem solving techniques</li> <li>• Generally appropriate techniques, tools and technologies have been used within the project but in some places are not always relevant or appropriate</li> <li>• Generally appropriate records kept which show progress, activities, and decision making</li> <li>• Checks of progress have been carried out but not always on a regular basis to meet project plan requirements</li> <li>• Generally appropriate collaboration is demonstrated in the project</li> <li>• Research is presented in a mostly well organised manner using mostly appropriate style and structure with some evidence to support project outcomes</li> </ul> |
| <b>Mark band 3</b><br><b>1-3 marks</b> | <p>Learner meets some requirements of the Assessment Objective, demonstrating the following:</p> <ul style="list-style-type: none"> <li>• Some evidence of project plan being implemented but not all outcomes realised</li> <li>• Some appropriate tasks have been planned, organised and carried but with sometimes limited relevance to outcomes</li> <li>• Some interpretation of evidence gathered which sometimes informs project management and outcomes</li> <li>• Some use of appropriate project management and problem solving techniques but limited in places within the project</li> <li>• Some use of appropriate techniques, tools and technologies</li> <li>• Records are limited in their ability to show progress, activities, and decision making</li> <li>• Some checks of progress have been carried out but these are sometimes limited in meeting project plan requirements</li> <li>• Some evidence of collaboration is demonstrated in the project</li> <li>• Research is presented in a limited way and evidence does not support project outcomes in places</li> </ul>                                                                                 |
| <b>0 marks</b>                         | <p>Little or no response worthy of a mark</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## 18.4 AO4 – Review project outcomes

|                                                          |                                                                                                                                                     |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AO4: Review project outcomes</b><br>The learner will: | <ol style="list-style-type: none"> <li>1. Be able to review and evaluate the project</li> <li>2. Be able to communicate project outcomes</li> </ol> |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|

| Mark band                               | Marking criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mark band 1</b><br><b>7-10 marks</b> | <p>Learner meets all requirements of the Assessment Objective, demonstrating the following:</p> <ul style="list-style-type: none"> <li>• Evidence of a detailed evaluation of the project outcomes which draws relevant conclusions about the success of the project</li> <li>• Evidence of a detailed evaluation of own learning and performance to make informed decisions about own performance</li> <li>• Use of relevant and appropriate communication skills and media to present project outcomes and communicate these successfully to the audience</li> <li>• Use of appropriate structure and format to present research in a relevant way to project topic and outcomes</li> <li>• Full and detailed responses to questions asked</li> </ul>                        |
| <b>Mark band 2</b><br><b>4-6 marks</b>  | <p>Learner meets most requirements of the Assessment Objective, demonstrating the following:</p> <ul style="list-style-type: none"> <li>• Evidence of a generally appropriate review of the project outcomes with mostly relevant conclusions made about the success of the project</li> <li>• Evidence of a generally appropriate review of own learning and performance to make mostly relevant decisions about own performance</li> <li>• Generally appropriate use of relevant and appropriate communication skills and media to present project outcomes</li> <li>• Generally appropriate use of structure and format to present research which is mostly relevant to project topic and outcomes</li> <li>• Generally appropriate responses to questions asked</li> </ul> |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Mark band 3</b><br><b>1-3 marks</b> | <p>Learner meets some requirements of the Assessment Objective, demonstrating the following:</p> <ul style="list-style-type: none"> <li>• Evidence of some attempt to review of the project outcomes and which some conclusions made about the success of the project which may be limited and lack clarity</li> <li>• Evidence of some attempt to review own learning and performance with some decisions made about own performance</li> <li>• Some use of communication skills and media to present project outcomes which may not always be appropriate or relevant</li> <li>• Some use of appropriate structure and format to present research which at times has limited relevance to project outcomes</li> <li>• Sometimes limited responses to questions asked</li> </ul> |
| <b>0 marks</b>                         | <p>Little or no response worthy of a mark</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Appendix A: Grade descriptors

### Grade A\*

Learners identify their project and produce well structured and well organised plans. There is clear evidence that they have responded effectively to guidance given. Learners research, select, organise and use relevant information and use a range of suitable resources to good effect. Problems and issues are identified and conclusions drawn. Learners select and use a range of skills, and, where appropriate, new technologies, to achieve good quality outcomes that realise the intentions of the project. They use communication skills to clearly present project outcomes and conclusions in an appropriate format with supporting evidence. In their analyses, learners evaluate the project outcomes and their strengths and weaknesses in carrying out their project. They demonstrate good knowledge of the topic area studied at this level through their responses to questions.

### Grade C

Learners identify their project and produce plans that enable them to achieve most of their overall objectives. There is some evidence that learners have responded to guidance given. Learners research, select, organise and use information and partially exploit a range of resources. Some problems and issues are identified, some conclusions drawn, and the intended outcomes are partially realised. Elements of the project are generally well presented through the use of communication skills. In their analyses, learners reflect on their project and on their strengths and weaknesses in carrying out the project. They demonstrate basic knowledge of the topic area studied at this level through their responses to questions.

