

How to succeed

How to improve your grades

Use the worked examples (*Putting into Practice*) provided throughout this book to help you understand what you need to do. Do read the Moderator's Tips, which are intended to maximise your potential and help you achieve the best grade for your Project. The spidergram in Figure 1 will give you some additional tips on how you can improve your performance.

Assessment Objectives

Another way of working towards improving your grade is by familiarising yourself with the **Assessment Objectives** and making sure you understand what you have to do to meet them. As you have already seen, there are **four** AOs:

- AO1 – Managing a Project.
- AO2 – Using Resources.
- AO3 – Developing and Realising the Project.
- AO4 – Reviewing the Project.

Assessment Objective 1: Managing a Project.

I must show that I ...	To do this, I will ...
Understand how a Project is organised.	<ul style="list-style-type: none">✓ Choose a topic. E.g. find a working title.✓ Identify the intended outcome. E.g. say what type of Project I intend to do.
HIGHER LEVEL ONLY	<ul style="list-style-type: none">✓ Identify objectives for completion of the Project. E.g. set out milestones/deadlines for each section of the Project.



Activity

Your supervisor will explain how to play this in greater detail.

The learning objective for this is for you to understand how title and type of Project match up.

The object of the game is to collect a 'family' of cards.

Your supervisor will give you some cards. Each card has a Project title on it. You have to collect an artefact title, a performance title, a design title and an investigation/report title – all on a similar topic!

The winner is the one who collects a 'family' first. Good luck!

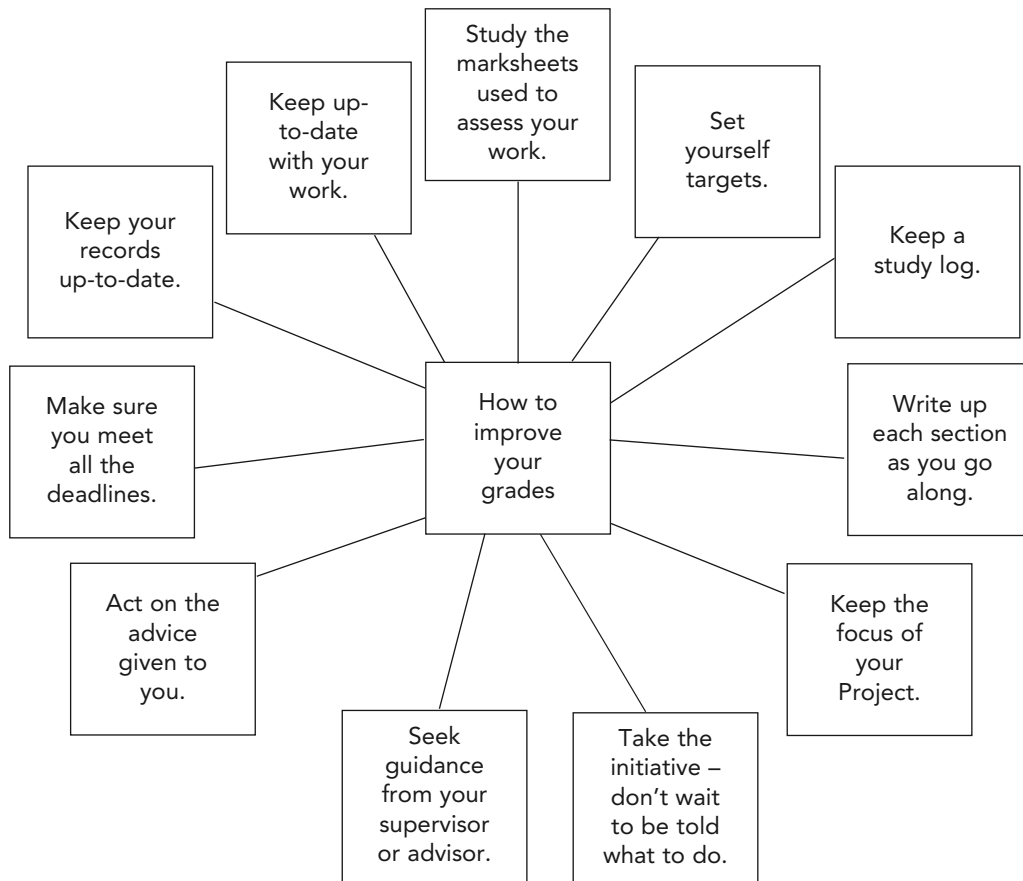


Figure 1 How to improve your grades

Assessment Objective 2: Using Resources.

I must show that I can ...	To do this, I will ...
Research information from more than one source.	<ul style="list-style-type: none"> ✓ Use at least two different sources of information. E.g. make a list of ways to find out information, and then find these sources. ✓ Select information that is relevant to my Project. E.g. collect information while making sure that it is what I really need.
HIGHER LEVEL ONLY	<ul style="list-style-type: none"> ✓ Collate information from at least two different sources. E.g. choose the most appropriate sources and compare the information they provide.



Activity

Look carefully at the collection of materials your supervisor has given you. In your groups, make a list of the types of information you think each one will give you. (E.g. is it factual, imaginative, persuasive, fictional, informative, formal, informal, humorous or difficult to read?)

Assessment Objective 3: Developing and Realising the Project. (Foundation Level Only)

I must show that I can ...	To do this, I will ...
Plan a Project and complete it.	<ul style="list-style-type: none"> ✓ Identify what form the Project will take. E.g. choose the correct type of Project. I will choose to make something, produce a design, write a report or do a performance. ✓ Identify what I have to do to complete it. E.g. make a timeline, showing what I have to do and in what order. ✓ Review my progress. E.g. follow the timeline, showing which parts I have done. ✓ Complete the Project.
Select and use relevant tools, techniques and technologies.	<ul style="list-style-type: none"> ✓ Choose suitable tools, techniques and technologies. E.g. use PLTS and Functional Skills (your supervisor will explain this). ✓ Use suitable tools, techniques and technologies to complete my Project. E.g. keep a record of what I have done and how, what I have used, and how effective it was.

Assessment Objective 3: Developing and Realising the Project. (Higher Level Only)

I must show that I can ...	To do this, I will ...
Plan a Project and complete it.	<ul style="list-style-type: none"> ✓ Describe what form the Project will take and link it to the type of Project. E.g. choose the most suitable type of Project. I will choose to make something, produce a design, write a report or do a performance. ✓ Show that I can organise my work. E.g. make a detailed timeline, showing what I have to do and in what order. ✓ Review my progress. E.g. follow the timeline, showing which parts I have done, and how. Explain what was successful and what wasn't. ✓ Complete the Project.
<p>Select relevant tools, techniques and technologies.</p> <p>Work with others. Use problem-solving techniques.</p>	<ul style="list-style-type: none"> ✓ Choose a range of suitable tools, techniques and technologies. E.g. use PLTS and Functional Skills (your supervisor will explain this). Use specialist techniques that are relevant to your Project. ✓ Use suitable tools, techniques and technologies to complete my Project. E.g. keep a detailed record of what I have done and explain how I did it, what I have used, and how effective it was.
Work with one or more people to gain or provide feedback	<ul style="list-style-type: none"> ✓ Provide a detailed record of how you worked with others. E.g. recording a discussion, or providing a witness statement.
Work out how to solve problems and use what you have learned to help complete your Project	<ul style="list-style-type: none"> ✓ Provide a detailed record of how you solved a particular problem. E.g. an evaluation of various types of software, which one you chose and why.



Activity

Look carefully at the selection of Project titles your supervisor has given you.

In your groups, decide:

- a) What do tools, techniques and technologies mean?
- b) What tools, techniques and technologies would you use for the Project titles you have in front of you?

Assessment Objective 4: Reviewing the Project. (Foundation Level Only)

I must show that I can ...	To do this, I will ...
Produce a Project that tells others what I have found out, has an evaluation, and uses skills or knowledge that will be useful to work or further study.	<ul style="list-style-type: none"> ✓ Identify how the Project is what I intended it to be. E.g. describe how the Project fits what I said it would be. ✓ Present my Project in a suitable way, including a written section. E.g. produce a written section, plus DVD/CD/video/PowerPoint/photographs, if appropriate. ✓ Make sure the Project tells others what I have found out, with an evaluation. E.g. explain what I found out, using the best way to do this. Write an evaluation.

Assessment Objective 4: Reviewing the Project. (Higher Level Only)

I must show that I ...	To do this, I will ...
Know how to draw conclusions, analyse Project outcomes, evaluate the Project, explain what I have found out to others.	<ul style="list-style-type: none"> ✓ Identify the main conclusions. E.g. say what conclusions can be drawn by writing an analysis of the Project. ✓ Describe what the results of my Project show (analyse and evaluate). ✓ Assess how relevant and successful my Project is. E.g. evaluate the success of my Project, how far it meets up with my original aims, and review my Project. ✓ Present the Project to others so they can understand it. E.g. present the Project in an accessible and suitable form. Make the best of my communication and presentation skills.



Activity

You have three minutes to do a presentation to the whole group on the photograph you have brought from home. Describe the photograph, explain what's happening, where it is, who the people are (if there are any) and why you chose it.

How should I present my Project?

Although you have just practised your formal presentational skills, you don't have to give a presentation like this. AO4 asks you to present your Project in the most suitable way. This can vary according to what type of Project you choose to do.

For example, a report/investigation is best suited to a written format, whereas an artefact could be presented in a display or exhibition.

Here are some more ways to consider presenting your Project (and remember that you can choose more than one):

- A PowerPoint presentation to the whole or part of the group.
- An exhibition.
- A performance.
- A demonstration.
- A talk or group-talk.
- A *viva voce* (your supervisor will explain this).
- A mid-term review.

You can also use these during the production of your Project, or as a means of on-going evaluation.

What do my assessors expect to see?

- Your Project Progression Record (PPR).
- The completed Project (for large artefacts, photographic evidence is acceptable).
- An evaluation of your Project.
- A rationale – an explanation of the reasons for doing something.
- A focus that is sustained.
- Evidence of planning.
- Evidence of primary and secondary research.
- Evidence of any presentations you have done.
- Your study record (optional).
- A written component (your supervisor will give you advice about the length of this).