

## Extended Project Qualification

### How we standardise, mark and moderate your projects

We are committed to ensuring that whenever staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. We are committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body.

#### Standardisation Meeting

Standardisation is undertaken with **all staff** marking exemplar EPQs **prior** to work being marked.

All staff are required to **mark** a minimum of three projects sent by the examination board prior to the standardisation meeting which include a strong, average and weak project.

A **discussion** follows about each project, to ensure all staff understand the **rationale for the band and mark awarded**.



#### Marking

Staff **fully mark** their projects in line with **exam board criteria** and fill out the require marksheet required by the examination board.

Staff also **annotate the project** itself to indicate where marks have been awarded

Staff give a mark in each of the 4 assessment objectives and use these marks to arrive at a final mark for the whole project



#### Moderation

A day is set aside where each member of staff brings a **project from each of the grade boundaries** as well as **all projects which received a U grade** from the groups they have taught.

These members of staff are then part of the moderation process. Each of these projects is **reviewed against the marking criteria** and the mark is either **confirmed or changed** following a discussion.

Marks are collated by the EPQ co-ordinator for each member of staff which are then reviewed. The EPQ co-ordinator will speak to members of staff where their marking shows inconsistency. These staff are asked to **review each of their EPQ projects** from the further guidance given and **change marks as appropriate** before submitting their final marks.

Coursework marks are submitted to the exam board and a sample of work is checked by an external moderator.

**Note that the external moderator might change the centre's marks and their decision is final.**