# Frequently Asked Questions

**Unit CM207 – Project Report**

**Q - My learners are intending to use an audience questionnaire to gather responses about their work. Is this sufficient?**

A – Learners are required to collect responses from a "variety of sources" so this would depend on who the audience questionnaire is to be completed by. They might consider also using a one-to-one interview with an 'expert' or a focus group meeting with a particular section of the audience (e.g. those in the target age group for the piece) as well as a more general questionnaire.

**Q – Should learners be given the opportunity to choose the unit they report on or is it okay for the teacher to decide?**

A – Many centres have found it easier to select the unit (Performance, Artefact or Record) for the learners. Whether the teacher or the learner makes the choice however remember that learners will be more able to comment on their successes, strengths and weaknesses and where a 'project' has had a <u>clear set of objectives</u>.

**Q – I'm confused about the additional files the learners need to attach. What should typically be included?**

A – The additional files are there to give the examiner a flavour of the unit the project report is commenting on. Additional files might typically include a photo or short video clip of the creative outcome (i.e. what was created for Artefact, Performance or Record) along with materials used to gather responses (e.g. a copy of the questionnaire, and/or questions used in interviews/focus group meetings).

**Q – Is it okay for learners to use headings in each section of their report? Could these be adapted from the bullet points in the candidate response booklet?**

A- Yes this would be a good way of ensuring the report is both well structured and covers the requirements of the unit.

**Q – Am I right in thinking that the learners need to use the data collected for Section A of the report (e.g. the audience responses) to justify their comments about the strengths and weaknesses of their work in Section B?**

A – Yes to gain the higher marks in Section B learners must make reference to the material gathered to justify their conclusions.

**Q - How do I submit the learners' work to the Examiner?**

A - Work is submitted to the examiner on CD-ROM.

One CD per unit should be prepared. Learners' work must be burnt to CD+/-R.

A back-up copy of each CD should be retained in case CDs are damaged or lost within the postal system.

**Q - How should I format the CD that is sent to the Examiner?**

A - Each learner's  work submitted to Edexcel must be in one of the following formats:

.doc Microsoft Word document

.rtf Rich Text Format

.pdf Portable Document Format (Adobe Acrobat)

If you are able to use Word to create your work then you should do so. It will be much simpler for you if you can use Word, because then your work is more likely to be compatible with other computers and it will also be easier to hand in.

If you do not have access to a PC with Word, then try to use an equivalent word processing programme. When the final document is complete it can then be saved as a Rich Text Format document or converted to a pdf file.

**Q - How should candidates work be organised and named on the CD?**

A - A separate folder on the top-most level of the folder tree should be used for each of the learner's work. Each folder should be named according to the following naming convention:

[centre #]_[candidate number #]_[surname]_[first letter of first name]

For example, John Smith with candidate number 9876 at centre 12345 would have work in a folder titled, "12345_9876_Smith_J"

**Q - Should I test the CD prior to dispatching it to the Examiner?**

A - Yes. Prior to the CD being dispatched to the examiner it should be thoroughly tested to ensure that the files have burnt to the CD correctly, and that all files within each folder can be accessed..


**Q - How should I label the CD that is sent to the Examiner?**

A - A label should be stuck on the top of the CD itself with the following information clearly marked:       UNIT, EXAM SERIES
                                        CENTRE NUMBER, CENTRE NAME.
                                        Centre contact: NAME
                                        EMAIL
                                        TELEPHONE NUMBER