

Outline Proposal Form

Read the guidance notes at the end of the form before you fill it in.

Centre number	<input type="text"/>	Centre name	<input type="text"/>
Candidate number	<input type="text"/>	Candidate name	<input type="text"/>
Component	<input type="text"/>		
Exam series	<input type="text"/>	If this is a resubmission, please check the box	<input type="checkbox"/>
Title of Proposal	<input type="text"/>		

Details of Proposal (See guidance notes)

<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	Teacher's Initials		Date	
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Advisor's comments

<div style="background-color: #e0e0e0; border: 1px solid black; width: 100%; height: 100%;"></div>	Advisor's Initials		Date	
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For Advisor's use only

Approved	Approved (With Proviso)	Not Approved	More Information Required	Approval Not Required (See Comments)
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Returning this form

Please save the form using the syllabus code, centre number and candidate name (For example, '0999_12345_A Smith'), and return the form to CIEOPF@cie.org.uk. Please include your Centre number and the form name and number (found at the top right-hand corner of the form) in the email subject line. Save a copy of the form for your own records.

Guidance notes

Instructions

Use this form to submit details of the coursework projects your candidates propose to complete for the upcoming exam series. Type information in the spaces provided. Please ensure that the appropriate boxes at the top of the form are completed. If this portion is not correctly completed, we will have to return the form.

One form should be used for each candidate (except in certain cases where only one form for the subject is required). If extra space is required to complete the outline proposal, please send a second form.

The form should only be completed after reading the relevant coursework sections of the syllabus and must be submitted before the candidate starts the work. A completed copy of this form should be included in the completed study after the title page. The completion of this form is optional for some subjects and compulsory for others.

Information Needed

The outline should normally include:

- The title or aim of the piece of work.
- The methods to be used to collect and analyse information and data and, where possible and appropriate, a brief list of sources.
- A bibliography (in appropriate syllabuses only)

In addition to the above, an outline for the syllabuses listed below should also include:

- **IGCSE, AS/A Level or Pre-U Art and Design:** Submissions should also clearly identify sources for first hand study and other sources and contacts; such as interviews, gallery visits etc. Any teachers' comments can be added at the bottom of the 'Details of Proposal' box.
- **AS/A Level Design and Technology:** Submissions should include an indication of the anticipated project outcome, solution or artefact.
- **AS/A Level Design and Textiles:** Submissions should provide a copy of the Practical Test Task and the Mark Scheme to the proposal as an attachment.
- **AS/A Level Travel and Tourism:** Submissions should briefly summarise the chosen event and its duration, the target customers, the aims of the group and the number of members in the group.
- **Pre-U History:** Submissions should give details of which Paper 5 option (A-M) candidates will enter for.
- **Pre-U Psychology:** Submissions should state the issues to investigate and the details of ethical considerations for the investigation. Forms will not be considered unless these details are included. As this is a Pre-U Personal Investigation, no two proposals should be the same.
- **Pre-U Independent Research Report:** Submissions need to explain the problem to be investigated and how the question will lead to the sustained analysis and evaluation needed to meet AO2 and AO3.
- **Pre-U English or Business & Management:** Please use the syllabus-specific forms 8A and 8B to submit proposals for these subjects.

Processing the form

When we receive your Outline Proposal Form, we will acknowledge receipt of the form within 5 working days and send the form to one of our advisors for comment. The form will be returned with the advisor's comments within 4 weeks once the initial acknowledgement has been sent. If you do not receive an outcome by this time, please contact Customer Services on 01223 553554 or email CIEOPF@cie.org.uk.

Re-submitting a proposal

In some cases, an advisor may advise that more information is required, in which case the proposal will need to be re-submitted. A copy of the original proposal must be included when the proposal is re-submitted. The revised proposal must be re-submitted no more than 7 days after the original has been returned to the centre.

This is only necessary if the advisor has asked for additional information; candidates who are adjusting their proposal in line with the adviser's comment do not need to resubmit their form.

Deadline

All Outline Proposal Forms must be submitted by the following deadlines:

- June Series: **31 October** of the year before the project is to be submitted
- November Series: **30 April** of the year the project is to be submitted

This is an interactive PDF. To complete it on screen we recommend you use Adobe Reader 9 or later or Adobe Acrobat. You can download Adobe Reader for free at <http://www.adobe.com/products/reader.html>
If you use a lower version of Adobe Reader your data will not be saved.