

First Steps - How to get started

VERY IMPORTANT

Please ensure that you keep back-up copies of everything you do – you cannot afford to lose your hard work.

As college students you all have access to OneDrive in Office365. This is an ideal location to back up your work and ensure you can access it both at home and in college.

- You should have listened to the 'Introduction to EPQ – An Overview' PowerPoint in the 'Narrated PowerPoints' section
- Then create a folder for your EPQ work
- Download the '**Introduction to EPQ**' booklet from the 'Introductory Booklet' section and name it as instructed below:

Yourname_Yourcandidatenumbe_r_EPQ_booklet

Your candidate number is the last 4 digits of your student number

For example a filename could be: MarySmith_1234_EPQ_booklet

- Then download the following files from the 'Paperwork' section:
Project Log, Initial Project Proposal Form, Project Proposal Form and Research Table
naming them as instructed below:

You should then have the following files saved in your EPQ folder

1. Introduction to EPQ booklet, saved as Yourname_Yourcandidatenumbe_r_EPQ_booklet
2. Project Log, saved as Yourname__Yourcandidatenumbe_r_PAL
3. Initial Project Proposal Form, saved as Yourname__Yourcandidatenumbe_r_IPPF
4. Full Project Proposal Form, saved as Yourname__Yourcandidatenumbe_r_PPF
5. Research Record Table, saved as Yourname_Yourcandidatenumbe_r_Research_Table

It is very important that you label your files correctly as asked. Use underscores not spaces. The Exam Board now requires electronic copies of all the relevant documents and they need to have your name and candidate number in the filename. These should therefore be in a standard format.

- Once you have all the relevant documents you will need to do as asked in the introductory session PowerPoints and lessons in order to achieve the following:
 1. Keep your 'Project Activity Log'
There is a Narrated PowerPoint to go with this in the 'Narrated PowerPoints' section called 'The Project Log'
 2. Complete the 'Introduction to EPQ' booklet
There is a Narrated PowerPoint to go with this in the 'Narrated PowerPoints' section called 'The Introduction to EPQ Booklet'
 3. Decide on a route and title
There is an explanatory PowerPoint to go with this in the 'Narrated PowerPoints' section called 'Choosing a Title'
A mind map about interests and overlaps with college subjects/what you want to do next can help.
Then fill in the IPPF
 4. Create your first draft of the Project Proposal Form
There is an explanatory PowerPoint to go with this in the 'Narrated PowerPoints' section called 'The Project Proposal Form'

There are other helpful documents that are under the 'How tofiles' and 'Other Helpful Information' sections.

There are also the 'Specification' and 'University Presentations and Resources' sections with information for you in them.