**Progress record**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Class/group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Unit** | **Outcome** | **Assessment Standard** | **Achieved/ action** |
| **Researching Historical issues** | **Develop independent research skills in the context of complex historical issues by:** | Justifying an appropriate, complex historical issue for research |  |
| Planning a programme of research |  |
| Researching, collecting and recording information in an organised way |  |
| 1.4  Explaining approaches to organising, presenting and referencing findings |  |
| 1.5  Correctly referencing a source using an appropriate referencing system |  |

| **Justify an issue for research** | | |
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| **Outcomes and Assessment Standards** | **Making assessment judgements** | **Minimum standard for a pass/notes** |
| **Outcome 1**  **Develop independent research skills in the context of complex historical issues** **by:**  **Assessment Standard 1.1**  Justifying an appropriate, complex historical issue for research | A complex issue is one which will require analysis and evaluation.  Candidates will justify the choice of an issue for research. They will make **at least one developed point** about each of the following:   * what the proposed issue is about/ hypothesis * what is the purpose of researching the issue * the importance of the issue in the context of the subject/why it is worth learning about the issue * what sub-issues, questions or areas for analysis/evaluation the research is likely to involve   Developed points will include providing, for example:   * additional detail * examples * reasons * evidence * implications * sources * references | Answer the following questions making at least **one** clear, developed point for **each question**;   * What is the proposed issue about or what hypothesis do you want to prove? * What is the purpose of researching the issue? * Why it is worth learning about the issue or what is the importance of the issue in the context of the subject? * What sub issues, questions, analysis or evaluation is the research likely to involve? |

| **Plan a programme of research** | | | |
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| **Outcomes and Assessment Standards** | **Making assessment judgements** | | **Minimum standard for a pass/notes** |
| **Assessment Standard 1.2**  Planning a programme of research | You need to produce **a plan of research** which includes:   * resources to be used * justification of research methodology * timescales and deadlines * contingency measures   Justification of research methodology will include explanation of why the chosen methodology is suitable as well as justification of the resources used.  Timescales and deadlines will include dates or cut-off points.  Contingency measures will include an explanation of what you will do in the event of failed or fruitless research relating to, for example:   * lack of local available resources * unreturned questionnaires/surveys, etc * lack of evidence * any other relevant example | | Provide a clear plan with;   * at least one Primary and one secondary source. * A paragraph explaining how you will research your question and why you have chosen this method. * A timetable of deadlines (specific dates) for research, the first draft, the final draft completion etc. * A paragraph explaining what you will do if you have a lack of evidence in a certain area. |
| **Research, collect and record information** | | | |
| **Outcomes and Assessment Standards** | **Making assessment judgements** | **Minimum standard for a pass/notes** | |
| **Assessment Standard 1.3**  Researching, collecting and recording information in an organised way | Candidates will use **at least one relevant research method** to collect information from at least **three** different sources.  Relevant research methods can include, for example:   * literature review * fieldwork * interviews/surveys * questionnaires * any other appropriate research method   Candidates will provide evidence of recording information they have collected in a way which is organised and clear. | Provide clear, organised notes on **a minimum of three** different sources, including e.g.;   * interviews * speeches * survey results * commentaries * textbooks * biographical Works   Provide evidence of recording information you have collected  NB/ Forms of recording information can include, for example:   * linear notes * spider diagrams * grid systems * sound files   Evidence of organisation can include, for example:   * headings and sub-headings * numbering * key words * abbreviations and symbols * short sentences * points grouped together * labelling * sequencing * mind-maps | |

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| **Explain approaches to organising, presenting and referencing findings** | | | |
| **Outcomes and Assessment Standards** | **Making assessment judgements** | | **Minimum standard for a pass/notes** |
| **Assessment Standard 1.4**  Explaining approaches to organising, presenting and referencing findings | You need to make at least **one developed point** about the use of one academic convention **and one developed point** about the importance of referencing. | | Developed points will include providing, for example:   * additional detail * examples * reasons * evidence * implications * sources * references   Developed points which explain relevant academic conventions around organising and presenting findings can refer to, for example:   * executive summary * hypothesis * appendices * bibliography   Developed points which explain the importance of referencing can refer to, for example:   * issues around plagiarism * acknowledging the work of others * supporting an argument with evidence * any other relevant point |
| **Reference a source using an appropriate referencing system** | | | |
| **Outcomes and Assessment Standards** | **Making assessment judgements** | **Minimum standards for a pass/notes** | |
| **Assessment Standard 1.5**  Correctly referencing a source using an appropriate referencing system | You need to accurately reference **at least one source** using one standard referencing system.   * Our chosen system is the Harvard system, explained in this guide. | You must provide evidence of **at least one** properly referenced source.  You can type or note an example of this in the space below; | |