

Cambridge International GCE AS Environmental Management

Cambridge International GCE A/AS Level Art & Design

Please follow these instructions carefully before completing the PDF *Outline Proposal Form* provided below.

1. This form is an interactive PDF and may be completed in one of three ways:
 - on-screen and then printed out
 - on-screen and then printed out; add any internally moderated marks by hand
 - printed out and completed on paper by hand.
2. Additional copies of this form can be downloaded from the samples database www.cie.org.uk/samples.
3. To help you fill in the candidate names and numbers on this form, you may wish to ask your exams officer to follow this step-by-step guide to access candidates' entry data. You will only be able to use this method after all your entries have been submitted to Cambridge. Please check that your centre can access CIE Direct.
 - Log on to CIE Direct (<https://direct.cie.org.uk>) and go to the 'Administer exams' section, then to 'internally assessed marks' and select the current series.
 - Select the relevant component from the list to see all the entries for that component.
 - On the top right-hand side of the screen select the CSV button to convert the data to an Excel spreadsheet.
 - Save the file and then copy and paste the data into the *Outline Proposal Form*.
4. Completing the *Outline Proposal Form*:
 - Complete the information at the top of 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, a second OPF should be used.
 - The outline should normally include:
 - I. The title or aim of the piece of work;
 - II. The methods to be used to collect and analyse information and data and, where possible and appropriate, a brief list of sources;
 - III. A bibliography (in appropriate syllabuses only);
 - IV. 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 teacher's comment can be added to the bottom of the 'Details of Proposal' box;
 - V. Design and Technology: an indication of the anticipated project outcome, solution or artefact.
 - VI. Design and Textiles: **provide a copy of the Practical Test Task and the Mark Scheme to the proposal as an attachment.**
 - VII. Travel and Tourism: Advanced Subsidiary and Advanced 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.
 - The completed form must be emailed **before the candidate starts the work**. The form will be returned with the adviser's comments and **should be included in the completed study after the title page**.
 - The form should only be completed after reading the relevant coursework sections of the syllabus and emailed, via the centre, to **CIEOPF@cie.org.uk**. A copy of the proposal form should be retained. The completion of this form is optional for some subjects and compulsory for others.
 - Proposals which are being re-submitted must be accompanied by the original proposal; those candidates adjusting their proposal in line with the adviser's comment need not resubmit.
 - Centres should expect an acknowledgement within 10 working days of submission. If this is not received please contact Cambridge International Examinations Customer Services info@cie.org.uk
5. **Please keep a copy of the *Outline Proposal Form*.**

External Moderation

A sample of candidates' work must be submitted to Cambridge for external moderation. Details of the work to be submitted may be found by visiting the samples database at www.cie.org.uk/samples. Teachers should work with their exams officer to make sure the correct coursework is submitted along with the supporting forms according to the instructions in the *Cambridge Administrative Guide* and syllabus.

