**EPQ roles and responsibilities**

* Develop and maintain online LibGuide for students and supervisors (including curated access to AQA resources, targeted guidance throughout the process and access to taught programme resources and ‘how to’ guides)
* Contribute to the taught programme. Particularly on the inquiry process, and locating and using appropriate resources, including citing and referencing
* Contribute to supervisor training, in particular making supervisors aware of resources and training given to students, and supporting them both through group training and answering individual questions (especially on the inquiry process, and locating and using appropriate resources, including citing and referencing).

**Librarian**

* **Attend all relevant training, including a standardisation meeting**
* **Meet with supervisees throughout the process including (but not limited to) the: planning review, mid-project review and project product review.**
* **Complete the relevant sections of the Production Log during the process**
* **Attend the final presentation and make a detailed record of it in the Production Log**
* **Mark the final project**
* **Support students to carry out research ethically throughout the process, with advice from the co-ordinator**
* Monitor student progress and raise concerns about missed deadlines, ethical issues or academic integrity with the Co-ordinator
* Mediate student relationships with a technical mentor (if they have one), particularly if they are external to the school

**EPQ Supervisor**

* Support individual students with locating and using appropriate resources ethically (includes citing and referencing). May include an individual reference interview with the Librarian.
* Encourage students to keep a research diary, which they can use to inform their Production Log.

**EPQ Co-ordinator**

* **Devise, timetable, oversee (and deliver some of) the taught programme.** Book any necessary rooms and liaise with all staff involved with delivery.
* **Set internal deadlines**
* Set up and maintain any necessary online spaces, such as an EPQ Team
* **Final sign off on all project proposals**
* Assign supervisors
* **Train, support and oversee supervisors with supervision, marking, standardisation and moderation**
* **Enter candidates through the Examination Officer**
* **Submit marks to AQA and a requested sample of work to an external AQA moderator.**
* **Ensure that every supervisor and the centre coordinator have signed the centre declaration sheet**
* **Register centre with AQA and contact AQA with any EPQ related queries**
* Chase missed deadlines and negotiate extensions where appropriate
* Deal with academic integrity or ethical concerns

Support students to grow personally, socially and academically throughout the EPQ process

* Agree EPQ timetable and collaborate on delivery of taught programme
* Collaborate on supervisor training (Co-ordinator focus on responsibilities, tracking, marking, standardisation and moderation, Librarian focus on supervisor inquiry skills)

Note that all phrases in bold are direct quotes or paraphrases from AQA documentation from <https://www.aqa.org.uk/subjects/projects/project-qualifications/EPQ-7993/planning-resources> and <https://www.aqa.org.uk/subjects/projects/project-qualifications/EPQ-7993/teaching-resources> . See appendix for details. While AQA does not specify the role of the Librarian, they do make it clear that Librarians are frequently involved in the process (see [Teaching guide: taught skills programme](https://filestore.aqa.org.uk/subjects/AQA-7993-W-TG-TSG-7993.PDF))