



<i>For CIE use only:</i>	APPROVED	APPROVED WITH PROVISIO (see comments)	NOT APPROVED	More information required	Approval not required; please see comments
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## INSTRUCTIONS FOR COMPLETING THIS FORM

- 1 Type information in the spaces provided. Please save the form using the syllabus code, Centre number and candidate name for example, 9999\_12345\_A Smith
- 2 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 outline proposal form should be used.
- 3 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.
- 4 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 at 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.
- 5 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**.
- 6 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**. Save a copy of the form for your own records. The completion of this form is optional for some subjects and compulsory for others.
- 7 Proposals which are being re-submitted must be sent with the original proposal. Candidates who are adjusting their proposal in line with the adviser's comment do not need to resubmit their form.
- 8 If you do not receive an acknowledgement within 5 working days of submitting your form please contact Customer Services on 01223 553554 or info@cie.org.uk
- 9 If you do not receive an outcome within 3 weeks of receiving your acknowledgement please contact Customer Services on 01223 553554 or info@cie.org.uk