

Please read the instructions printed overleaf before completing this form

Name of Centre		Centre Number	
Candidate Name (if required)		Candidate Number	
Syllabus Title		Syllabus Code	
If this is a re-submission, please check box <input type="checkbox"/>		Component Number	
Examination/Assessment Session: June <input type="checkbox"/> November <input type="checkbox"/>		Year	

Title of Proposal	

Details of Proposal (see over)	
	Date

Comments:	
	Adviser's Initials
	Date

For CIE use only:	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 COMPLETION OF THIS FORM

- 1 Type information in the spaces provided.
- 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 OPF 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, it will be necessary 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;
- 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 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.
- 7 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.
- 8 Centres should expect an acknowledgement within 10 working days of submission. If this is not received please telephone Cambridge International Examinations Customer Services on 01223 553554.