

Outline Proposal Form

Read the guidance notes at the end of the form before you fill it in.

Centre number Centre name

Candidate number Candidate name

Syllabus number Component number Component name

Exam series Year If this is a resubmission, please check the box

Title of proposal

Details of proposal (See guidance notes)

Teacher's initials	<input type="text"/>	Date

Advisor's comments

Advisor's initials	<input type="text"/>	Date

For Advisor's use only

Approved		Approved (With Proviso)		Not Approved		More Information Required		Approval Not Required (See comments)	
----------	--	----------------------------	--	--------------	--	---------------------------	--	---	--

Returning this form

Please save the form using the syllabus code, centre number and candidate name (for example, '0999 12345 Adam Smith'), and return the form to CI.OPF@CambridgeInternational.org. Please include your centre number and the form name and number (found at the top right-hand corner of the form) in the email subject line. Save a copy of the form for your own records.

INSTRUCTIONS FOR COMPLETION OF THIS FORM

1. Use this form to submit details of the coursework projects your candidates propose to complete for the upcoming exam series.
2. Type information in the spaces provided.
3. Use one form for each candidate (except for Travel and Tourism where only one form is required per group). If extra space is required to complete the outline proposal, use a second OPF. Do not **attach** separate sheets of paper for any reason.
4. Please check that you have filled in the appropriate boxes at the top of the form. If the top of the form is not correctly completed, the form will be returned.
5. 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 (9479/03)** submissions should clearly identify sources for first hand study and other sources and contacts; such as gallery visits, interviews, etc. Any teachers' comments can be added at the bottom of the 'Details of proposal' box;
 - v. **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 ideal size of a group according to Cambridge International is 5 to 8 students).
6. 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**.
7. The form should only be completed after reading the relevant coursework sections of the syllabus and **emailed to Mauritius Examinations Syndicate** (email address: **opforms.cie@mesonline.mu**). A copy of the proposal form should be retained. The completion of this form is optional for some subjects and compulsory for others.
8. 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 do not need not resubmit their form.