**Process Journal FAQs**

**Does the student process journal have to have daily input?**

No. The process journal provides the basis for writing the project report, and it supports students as they reflect on the process they have taken to complete the project. Extracts from the process journal provide evidence for the development of ideas and skills in the personal project report, often including demonstrations of Approaches To Learning skills. Students should record progress as it occurs, not as a daily journal.

**Will the process journal be assessed?**

Indirectly yes, through the extracts students choose to include as appendices to their project report. Students should carefully select evidence from their process journals to demonstrate their achievement in relevant strands of all MYP projects criteria. When assessing and standardizing personal projects, supervisors should assess the presentation/report and appendices only, not the entire process journal. This practice replicates procedures for external assessment, in which personal project examiners do not have access to the complete process journals of students whose projects are selected for moderation.

**Should students refer to the process journal in their reports?**

Process journal extracts are considered when awarding achievement levels for the project. Each extract should be specifically referenced in the body of the report when cited as evidence for the development of ideas and skills. For example, when students discuss their planning and development of the project in the report, they can justify their discussion with evidence from the process journal extract chosen to include in the appendix. That evidence might include a copy of the timeline they developed as an entry in the process journal.

**How many extracts should be included in the project appendices?**

In the personal project, students should select a maximum of 10 individual extracts to represent the key developments, with a maximum total of 10 A4 pages.

**Who is responsible for selecting the process journal extracts?**

Students are responsible for choosing appropriate extracts from the process journal and making them available to the supervisor as an appendix to the project report. The supervisor can guide students in their selection process.