

English Language and Literature

OCR Advanced Subsidiary GCE 3829 Unit 2716 Styles of Writing
 Coursework Cover Sheet

Please read the information printed overleaf before completing this form. One of these cover sheets, suitably completed, should be attached to the assessed work of **each** candidate in the moderation sample.

Examination session:	January/June*	*please delete as necessary	Year	2	0	0	
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Centre name									
Centre number									
Candidate name					Candidate No.				

ENTER BELOW DETAILS OF THE WORK SUBMITTED FOR ASSESSMENT IN THIS UNIT. Please give a brief description of each piece. Add details of any source material used in preparation.

Two original pieces covering literary and non-literary writing and speech with a commentary/commentaries:

a)

b)

Final mark out of 60

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Summative comment (please continue on separate sheet if needed):

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Authentication

Centres should ensure that coursework sent to the moderator is accompanied by a completed OCR Centre Authentication Form for Coursework CCS160.

Information for completing this form

The assessment for this Unit should be carried out according to the instructions and information given in the **Specification** and in the **Assessment Guidelines** for this Unit. A summary of the method is given below.

One form should be used for each candidate.

In carrying out assessments and recording outcomes Centres should particularly bear in mind the following:

Length of folders

The specification makes clear that the **guideline length of AS coursework is 1500–2000 words**. AS candidates should be encouraged to keep closely to this guideline.

Please note that the **maximum figure of 3000 words at A2** is a limitation required by QCA, and so **no folder must be submitted at AS which exceeds this length**. If a folder exceeds this limit, Centres are instructed to assess only the first 3000 words. A comment must appear on the Cover Sheet to indicate that this has been done.

Where a candidate has produced lengthy original writing, a particular section can be identified for purposes of assessment. This should be indicated on the candidate's work.

Teacher marks and comments

All folders must show evidence of assessment and should include **on the Cover Sheet:**

- The final, internally assessed **mark out of 60**
- A **summative comment** that helps explain the initial mark which has been given. Wherever possible, this should be expressed in terms which relate to the descriptions for coursework mark bands and quality of written communication.

In addition, further annotation and comment – often directed at the candidate and shown in the body of the work – are encouraged and each centre will apply its own practice in this respect.

Word processing

There is no requirement for any item of coursework to be handwritten.

Summary of assessment method for this unit

The **folder is assessed as a whole** to give a **single mark out of 60** using the coursework band descriptions. Use the 'best fit' principle to place the work in the appropriate band.

Now consider the dominant AOs 2i and 6 to arrive at a mark. The **single, final mark out of 60** should reflect the achievement shown by the folder as a whole.

For **original writing**, additional guidance is given in the specification (Appendix B section 2.2).