GCE

Modern Languages

OCR Advanced GCE 7861 French Unit 2657
OCR Advanced GCE 7862 German Unit 2667
OCR Advanced GCE 7863 Spanish Unit 2677

Coursework Guidance for Teachers

This Teacher Support: Coursework Guidance booklet is designed to accompany the OCR Advanced Subsidiary GCE and Advanced GCE Modern Foreign Languages specifications in French, German and Spanish for teaching from September 2000.

Contents

1   General Notes

DO

- find a title which enables a debate on the chosen topic

- research the topic thoroughly and give full details of all source material used

- draw up a full plan (not exceeding one side of A4) – this may be discussed and corrected

- submit the completed piece with the cover sheets filled in – check word count is accurate, bibliography complete including full web-site addresses of each web document consulted and that the authentication statements are signed

- check that the title is the same on the cover sheet, plan and the coursework itself

- check that the coursework submitted matches the plan

- acknowledge sources in footnotes/reference to bibliography

- despatch the work from your Centre to the Moderator by the final date 15 May following the instructions under section 8. Moderators will write to request coursework if it has not arrived by the deadline

- ensure that candidates have given all details mentioned above

- separate the work of each candidate and secure in a **simple** folder

- check that all documentation is included – MS1, mark sheets, any additional communication

- inform Moderator if the candidates are taught in a combined class with another Centre entered with OCR

- keep photocopies of all coursework submitted (if reasonably possible)

DO NOT

- accept first drafts to assess – **this is not permitted for A level French, German and Spanish (see section 5)**

- encourage non-discursive pieces with insufficient evidence of research/content – these pieces do not fit the requirements of the assessment criteria

- accept 'group titles' – especially after class study of literary texts – if a number of candidates submit identical or near-identical titles, they are unlikely to access the higher bands of Grids 6A1 and 6A2 where reference is made to originality and insight

- sign the Centre authentication declaration or mark the coursework if you have any doubts about the authenticity of a candidate's work. (see Centre Authentication Form)

- accept coursework folders with incomplete information – no word count, no signature, no bibliography – these will be returned for completion

NOTE

External candidates (i.e. candidates who are not taught at your Centre) are not permitted to enter the A level coursework unit (French/German/Spanish).

2 Approval, availability and training

2.1 Centres wishing to offer coursework are not required to seek approval in advance. However, Centres are welcome to seek advice from OCR on any queries relating to the acceptability of topics and/or titles. Written advice on coursework proposals will also be available.

2.2 All Centres will be invited to send one or more representatives to an INSET meeting - see the separate OCR Training guide for details of these meetings. The meetings will include workshops during which a number of pieces representing a variety of different standards will be jointly assessed.

2.3 Overseas Centres may not choose the coursework unit.

2.4 External candidates (i.e. those not following a course of regular instruction) may not enter the coursework unit. Contact OCR if further clarification is needed.

3 Coursework requirements

3.1 Candidates must submit work totalling 1200-1400 words. They may choose to write either one long piece, or two short pieces of 600-700 words each. If they choose to submit two pieces, they may be on different topics or texts or on different aspects of the same topic or text; they may or may not involve comparisons.

3.2 Teachers should give guidance and support in helping candidates to choose topics which are appropriate to their interests, their abilities and their other commitments, and for which resources are readily available.

3.3 Topics chosen may be literary or non-literary. Where a literary topic is chosen, the candidate may choose to write about any target language text or texts. **Non-literary topics must be related to a country where the target language is spoken**.

3.4 In devising topics, Centres should bear in mind that they must clearly relate to the country being studied, must offer the candidate sufficient scope and there must be appropriate resources available. In particular, Centres are urged to study the Assessment Criteria and to ensure that candidates do not choose topics where progress beyond the factual/descriptive will be hard to achieve. There are no restrictions concerning the timing of the work; candidates may write their piece(s) at any time during the course, but the work must be assessed and ready to be sent for moderation by the date specified by OCR.

3.5 Teachers may, if they wish and if time allows, ask candidates to produce more than the minimum number of suitable pieces required, and to select only the best piece(s) for inclusion in the submission for moderation. They should, however, ensure that there is no overlap of material or of re-writing of the same material.

3.6 There must not be a close relationship between the subject matter (and material) used for any piece of Coursework and that used for Oral presentation and discussion in Units 2651/2661/2671 and 2654/2664/2674. Candidates may, however, treat different aspects of the same wide issue. For example, within the context of 'social problems', one could consider two different themes/topics such as 'the position of women in society' and 'immigration', provided that there is no overlap of material.

4 Organisation of coursework

4.1 OCR does not wish to prescribe how individual Centres should organise coursework; it is recognised that circumstances will vary from Centre to Centre and that there will be many different approaches, all equally valid.

4.2 Within a given teaching group candidates may choose different options, some offering coursework, some the written paper (Unit 2656/2666/2676). Provided that the writing-up is done independently, they may share the preparation of topics or titles, perhaps giving presentations on individual aspects to the rest of the class.

4.3 Experience has shown that candidates perform better when they are allowed some freedom in the choice of topics and titles. **It is contrary to the spirit of coursework for all candidates at a Centre to write on the same topic and titles**.

4.4 Topics which are going to form the basis for coursework can form part of normal class teaching, including, for example, oral discussion and textual exercises. Clearly, however, it is not acceptable for candidates to write directly on specific titles which have already been written on in class. Teachers should take care when planning written topic work for class use not to exhaust areas which might eventually prove a rich source for coursework.

4.5 Teachers are asked strongly to discourage candidates from using English source material. This is counter-productive, in that candidates do not absorb the necessary vocabulary and syntax and this can lead to poor results where translation is attempted. Where appropriate foreign language resources are not available, a different topic should be chosen.

5   Writing conditions

5.1   There are no restrictions placed on writing conditions; at the discretion of the Centre, work may be completed at any point during the course, in class under supervision or at home. In either case, the teacher must be able to authenticate with confidence that the coursework is the candidate's own work.

5.2   In many cases the coursework will be in the form of discursive essays, though it may legitimately be presented in other forms. Any original piece of extended writing is acceptable (for example brochures, reports, letters, dialogue, narrative or descriptive accounts), but **due account must be taken, in selecting titles, of the assessment grids, and candidates should be strongly discouraged from embarking on any piece which by its nature does not lend itself to scoring at the top end of the criteria**.

5.3   Individual pieces of work may incorporate illustrative material (for example correspondence, photographs, tapes, literary quotations, statistical tables) but such material is not to be included in the word count.

5.4   The transcript of a live interview, or the translation of material from English, is not acceptable, as this does not constitute an original piece of writing. On the other hand, a piece of work including a report of an interview would be acceptable.

5.5   **All pieces of coursework must be firmly linked to the country or countries studied, in line with Assessment Objective 4 of the specification.** Work which is not so connected must not be placed higher than the Poor band for grids 6A1 and 6A2.

5.6   The direct copying of material from published sources (or the transfer of the candidate's own written work which has already been marked) is subject to the following conditions:

- Candidates may use, in unchanged form, words or phrases of up to six words from texts, including their own corrected work, but may not copy longer sections or whole sentences **unless reformulated or acknowledged as quotations**.

- All quotations must be acknowledged by use of footnotes (and do not form part of the word count).

5.7   If retaking the coursework unit, a candidate may choose the same topic but must present a new title developing different arguments/aspects.

6   Role of the teacher

6.1   Teachers are expected to advise candidates about the choice of topic and titles and the selection of source material (including, for example, visits, people to interview, textual material), and to guide them as to length and manner of writing, and the planning of the piece(s) of work.

6.2   Choice of title

Care should be taken that titles chosen are not too broad or vague. Titles should allow candidates to progress beyond the narrative/descriptive and thus demonstrate the full range of qualities demanded by the assessment criteria. Wherever possible, titles should be phrased in the form of a question rather than just a heading, as this lends a focus to the exercise. This would also give candidates an opportunity to show their ability to analyse and to make independent judgement. In the case of non-discursive work, the title should give a clear indication of the specific angle the candidate is attempting to illustrate.

6.3   Planning

Each piece of work must be preceded by a plan. Candidates should produce an initial draft of the plan, in the form of expanded headings and sub-headings (maximum length - one side of A4), and this draft plan must be discussed further with the teacher, who may give advice on content or structure, and point out any errors in the language. The final plan must be submitted with the coursework, but will not be assessed.

Once the title of the piece of work, the resources and the plan have been discussed by the candidate and the teacher, the candidate must be left to write the piece totally independently.

No further advice or help may be given by the teacher after this stage. **No preliminary drafts may be submitted to the teacher for comment.**

6.4   Checking/correcting of work

The checking or correcting of completed work or early drafts (apart from the plan) by the teacher, native speakers (for example parents, assistants, penfriends) or any other person (including other candidates) is forbidden. Where they feel it is appropriate to do so, Centres should draw this statement to the attention of assistants and parents.

Once a piece of work has been handed in no further changes may be made to it by the candidate.

7   Manner of submission

7.1   A coursework cover sheet must be completed and attached to the front of each piece of work. This acts as a checklist to ensure that the coursework has been submitted in the required manner, as detailed below.

7.2   Each piece **must** be identified (and numbered if more than one piece is submitted).

7.3   The final plan **must** precede each piece of work.

7.4   Work may be hand-written or word-processed. Any uncorrected typographical errors will count as language errors.

7.5   Work **must** be submitted in double line-spacing.

7.6   The total number of words must be shown at the end of each piece. A word, for examination purposes, is defined as anything falling between two spaces (il y a = 3, y a-t-il = 2, l'église = 1)

7.7   **Bibliography:** All pieces of work must be accompanied by a complete bibliography. This must include, for books and periodicals, page numbers, publishers and dates, and, for newspaper articles, titles, dates and sources (where known). Video and audio sources used must also be stated. For material taken from the World Wide Web, full Internet address is required. So that they can authenticate candidates' work with confidence, teachers are recommended to request from candidates a copy of all Internet materials used. If, for some reason, a candidate has used no additional resource material, a note to this effect must be included.

7.8   **Length:** A Coursework piece must be between 1200 and 1400 words (600 to 700 if two shorter pieces are submitted). Overlong work must not be accepted; it must be returned unmarked to the candidate with a request for it to be shortened. If the candidate does not comply, **only the first 1450 (or 750) words must be marked**. Work which falls more than 50 words short of the minimum word count (i.e. below 550 for short pieces and below 1150 for long pieces) may be assessed normally for content (Grid 6A); its shortness will be reflected in the mark which can be awarded. For the quality of language (Grid 6B), a normal assessment should be carried out, and the language marks reduced as follows:

100 words short   (i.e. 450-549 words or 1050 -1149 words)   -   reduce by 10%

100-200 words short   (i.e. 350-449 words or 950 -1049 words)   -   reduce by 20%

200-300 words short   (i.e. 250-349 words or 850 -949 words)   -   reduce by 30%

Centres are advised to set an early internal deadline to allow candidates to amend their submission so that it meets the length requirements.

8   Authentication

8.1   All coursework must be accompanied by a declaration of authentication signed by the candidate and a Centre Authentication Form.

8.2   Teachers should sign the declaration of authentication only if they are satisfied that the work is original; they may not qualify the authentication in any way. It is, however, acceptable to exclude small sections of copied work from the assessment; where the teacher has done this, this must be clearly stated and the excluded sections indicated on the cover sheet.

8.3   Setting an early internal deadline is recommended; this would give the candidate time to re-submit work, should teachers be in any doubt about a piece being entirely the candidate's own.

9   Submission of marks and moderation

9.1   Each candidate's work must be despatched to the Moderator by 15 May.

9.2   A Centre Authentication Form must be completed for all candidates. In addition, the coursework cover sheet and the coursework mark sheet must be completed and attached to the front of each candidate's submission. Blank samples of these forms for photocopying as needed by Centres will be found in the OCR publication supplied to all Centres and on the OCR website: www.ocr.org.uk.

9.3   A computer marksheet (MS1) will be issued, on which Centres are asked to record the total mark awarded to each candidate listed. A completed Centre Authentication Form CCS160 **must** accompany the MS1 sent to moderator.

9.4   Moderators will be appointed to re-mark a sample of each Centre's work, and to recommend either acceptance of the Centre's marks or adjustment. In case of difficulty, OCR reserves the right to call for the work of all remaining candidates at a Centre.

9.5   Coursework called in for sampling will normally be returned to Centres at the end of the moderation period, except for that which is retained for use during Awards or for archives.

       a.   Following moderation, Centres will be notified of any moderation adjustments applied. They will also receive from the Moderator a short written report, based on the moderated work.

       b.   **Sample selection**

       Where there are 10 or fewer candidates the Centre should send the complete work of all candidates, together with the moderator copy of the MS1 and all necessary cover sheets.

       If there are more than 10 candidates, the Centre should send the moderator copy of the MS1 for all candidates. The moderator will then request the work of candidates that they require for moderation purposes.

10   Assessment

10.1   All coursework is assessed by the candidate's teacher in accordance with the criteria printed in the Specification and reproduced at the end of this document; it is externally moderated by OCR.

10.2   The work is marked separately for content and language. Each piece is to be marked out of a maximum of 60 marks, according to Grids 6A-6B:

Information about and understanding of   40 marks (A04)   (Grid 6A)

topics, texts and issues

Quality of Language   20 marks (A03)   (Grid 6B)

10.3   Where two pieces are submitted, the marks awarded overall must be halved to give a total out of 60.

10.4   The work must not be annotated in any way by the teacher - it must reach the Moderator in its original state.

10.5   Teachers should use the full range of marks available - the top marks should not be equated with native-speaker level. No account must be taken in the assessment of the point in the course at which the work was written.

10.6   It is recognised that in many instances the mark descriptions in the assessment grids will not match perfectly individual pieces of work, and a line of "best fit" therefore has to be found.

10.7   In Centres where coursework is assessed by more than one teacher, marks must be internally standardised before submission, so that the final marks represent a common standard across the whole Centre.

Grid 6A (1): **Information about topics, texts, relevance and appropriateness of response**

20 marks

0-3	**Very Poor**	Extremely brief and/or very inadequate answer. Little or no knowledge of the text/topic. Frequent irrelevance. A very superficial treatment of the task.
4-7	**Poor**	The candidate has a limited grasp of the text/topic. Some material but little attempt to organise it or answer the question. There are omissions and some irrelevancy in completing the task.
8-11	**Adequate**	Evidence that the candidate has understood the text/topic presented. The essay has a preponderance of content but there is evidence of ability to recognise the central issues. Rather dull treatment of the task.
12-15	**Good**	Evidence of thought and preparation showing a sound knowledge of the text/topic, supported by factual knowledge. Mainly relevant to the task and demonstrating some imagination and/or originality (where appropriate).
16-18	**Very Good**	The text/topic is used and pointed to the question, the general issues pertinent to the text/topic have been taken into account in response to the question. There is evidence of an ability to produce an imaginative and/or original response to the task (where appropriate).
19-20	**Excellent**	Intelligent use of factual information, clarity, sense of control. Clear evidence of thoughtful evaluation of texts/topics. A precise and thorough response to the task showing insight into the text/topic.

All pieces of coursework must be firmly linked to the country or countries studied, in line with Assessment Objective 4 of the specification. Work which does not feature aspects of the target language country/society must not be placed higher than the Poor band for grids 6A1 and 6A2.

Grid 6A (2): Understanding of topics, texts and issues, structure and development of ideas.

20
marks

0-3	Very Poor	May have great difficulty communicating at this level in the foreign language. Ideas presented at random. Sequence illogical with no development of an argument and no ability to draw conclusions.
4-7	Poor	Little attempt to structure the work. Some sequence in facts presented, but a weakness in paragraphing and no real build-up of an argument to a conclusion. Rambling and disjointed.
8-11	Adequate	Ideas generally organised in a structured way and some ability to organise into paragraphs and sequence the argument, although somewhat superficial.
12-15	Good	Some ability to develop ideas and opinions even if without much sophistication. Clear line of thought with competent development of argument. Ideas mostly well-linked and some ability to draw conclusions.
16-18	Very Good	The essay has an argument and develops a case but there may be some limitations in scope. There is a clear line of thought and/or evidence of an ability to draw conclusions.
19-20	Excellent	Well-balanced and coherent piece with an excellent introduction and good organisation with clarity and a sense of control. Ideas clearly linked and well-developed. Thoughtful work.

All pieces of coursework must be firmly linked to the country or countries studied, in line with Assessment Objective 4 of the specification. Work which does not feature aspects of the target language country/society must not be placed higher than the Poor band for grids 6A1 and 6A2.

Grid 6B: Quality of language   **20 marks**
Grammatical accuracy

1-2	**Very Poor**	Little evidence of grammatical awareness. Persistent serious and elementary errors in endings, tenses, gender.
3-4	**Poor**	Evidence of gaps in basic grammar. Frequent errors of an elementary kind, e.g. irregular verbs frequently not known; adjectival agreements and common genders faulty.
5-6	**Adequate**	Shows evidence of fair understanding of grammatical usage but performance is likely to be patchy and inconsistent. Attempts more complex language but work is characterised by being inconsistent and with variable accuracy. Expression rather forced and problems with correct word order.
7-8	**Good**	Accuracy generally consistent. Shows sound grasp of A2 structures list. Tenses and agreements sound although there may be some inconsistency and errors in more complex areas.
9-10	**Very Good**	High and quite consistent level of accuracy. Confident and correct use of the full range of structures contained within the specification. Only minor errors of spelling which do not affect the morphology.

Range, variety and appropriateness

1-2	**Very Poor**	Very limited vocabulary. Frequent anglicisms. Very limited range of structures. Only simplest sentence patterns.
3-4	**Poor**	Narrow range of vocabulary. Frequent repetition of common words. Some attempt at more complex sentence patterns, but errors still even in common structures.
5-6	**Adequate**	Some attempt to extend range of vocabulary, but still rather repetitive. Shows some ability to produce syntax and structures appropriate to the task.
7-8	**Good**	Good range of vocabulary, with little repetition. A positive attempt to introduce variety. Ambitious in use of a variety of complex sentence patterns, but not always able to maintain correct usage.
9-10	**Very Good**	Apt use of a wide range of vocabulary. Able to use idiom appropriately. Confident use of a wide range of complex sentence patterns and structures

11   OCR Contacts

Qualifications Manager for A Level Modern Foreign Languages - *French/German/Spanish*
(syllabus-specific queries only)

OCR
1 Hills Road
Cambridge
CB1 2EU

Training and Customer Support (INSET enquiries)

OCR
Progress House
Westwood Business Park
Westwood Way
Coventry
CV4 8JQ

Tel: 024 7649 6398
Fax: 024 7649 6399
Email: training@ocr.org.uk

OCR Customer Contact Centre (other queries)

Tel: 01223 553998
Email: general.qulifications@ocr.org.uk

12   Coursework Cover Sheets

On the following pages are the Coursework Cover Sheets for French, German and Spanish - Culture and Society Unit 2657 / 2667 / 2677. All forms are taken from the Coursework Administration Packs available from OCR.

GCE

Modern Languages

OCR Advanced GCE Units French 2657/German 2667/Spanish 2677

Coursework Cover Sheet: Written Coursework

Centre Number					**Centre Name**	
Candidate Number					**Candidate Name**	
Syllabus Code					**Language**	

TITLE OF PIECE: ....

....

ESSAY NUMBER ONE/TWO *Please Circle

NO. OF WORDS (excluding quotations) ....

DATE OF COMPLETION ....

Teacher's notes

Candidate's Checklist

word count included	
plan included	
bibliography included	
full web page addresses included in bibliography	
quotations acknowledged	
work written in double line spacing	
pages numbered	
essay dated	

OCR
RECOGNISING ACHIEVEMENT

GCE

Centre Authentication Form

OCR Advanced GCE GCSE Entry Level

One copy of this form, must be completed for **each** unit or coursework component and signed by the appropriate person(s). The completed form **must** accompany the coursework or portfolios submission to the moderator/examiner or be inspected by the visiting moderator for Entry Level, GCSE, GNVQ, VCE and GCE qualifications.

It is now a requirement of the Code of Practice that this authentication form is signed.

'Authentication of candidates' work – The internal assessor must present a written declaration that the candidates' work was conducted under the required conditions as laid down by the specification.'

Centre Name | **Centre No** | | | | |

Specification or Unit title

Qualification or Unit number/component code | | | | | | |

Series | **Year** | 2 | 0 | 0 | |

Moderated unit
(Please tick box if yes)

In this case this form must accompany the sample posted to the moderator or inspected by the visiting moderator

or

Examined unit
(Please tick box if yes)

In this case this form must accompany the packet of coursework which is posted to the examiner or assessed by the visiting examiner.

Signature(s) of internal assessor(s) – i.e. person(s) responsible for carrying out internal assessment and/or supervision (in the case of examined coursework) of work:
I/We the undersigned confirm that the candidates' work was conducted under the required conditions as laid down by the specification.
I/We confirm, where necessary, that internal standardisation has been carried out before the marks were submitted to OCR.

Signature:…………………………………… Print name:……………………………………………

Signature:…………………………………… Print name:……………………………………………

Signature:…………………………………… Print name:……………………………………………

Please continue on a separate sheet if required.

In order to support internal assessors in authenticating their students' work an **example** of a standard Candidate Authentication Statement is provided on the OCR Website (www.ocr.org.uk). Alternatively centres may wish to continue to use their own internal arrangements for candidate authentication, but these must provide equivalence to the standard Candidate Authentication Statement provided.

Notes
In the case of private candidates or distant tutored candidates, the centre must ensure that:
- *the tutor/teacher has acquainted themselves thoroughly with the general standard of candidates' work before accepting coursework for Internal Assessment. Work submitted by candidates that is atypical or inconsistent with their general standard may raise concerns over authenticity.*
- *sufficient on-going regular monitoring of the candidates' examination coursework has taken place.*
- *Centres are reminded that they must comply with restrictions that may apply to entries e.g. the exclusion of Private candidates from a specification.*

OCR
RECOGNISING ACHIEVEMENT

GCE

French

OCR Advanced GCE 7861 Unit 2657 Culture and Society
Coursework Internal Mark Sheet

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

| **Examination series** | **June** | | **Year** | 2 | 0 | 0 | |

| **Centre name** | |

| **Centre number** | | | | | |

| **Candidate name** | | **Candidate number** | | | | |

Assessment	Mark	Assessment	Mark
Essay One Grid 6A (1) (max 20)		**Essay Two** Grid 6A (1) (max 20)	
Grid 6A (2) (max 20)		Grid 6A (2) (max 20)	
Grid 6B Accuracy (10)		Grid 6B Accuracy (10)	
Grid 6B Range (10)		Grid 6B Range (10)	
Essay one total (60)		Essay two total (60)	

Final mark out of 60

Authentication by Candidate
I declare that I have produced this work without any assistance apart from that which is acceptable according to the scheme of assessment.

Signature_____Date_____

INSTRUCTIONS FOR COMPLETION OF THIS FORM

1   One form should be used for each candidate.

2   Please ensure that the appropriate boxes at the top of the form are completed.

3   Enter the mark awarded for each assessment criterion in the appropriate box.

   - For candidates who submit two pieces of coursework, fill in the marks for Grid 6A and Grid 6B for each piece of work.

   - For candidates who submit one extended piece of coursework, fill in the marks for Grid 6A and Grid 6B in the first mark box table only.

4   For each candidate calculate a total mark out of 60 as follows:

   - For each candidate who submits two pieces of coursework, add all the Grid 6A and Grid 6B scores together and divide the total by 2.

   - For each candidate who submits one extended piece of coursework, add the scores for Grid 6A and Grid 6B in the first mark box together.

5   Enter the final mark for the candidate in the relevant box.

6   The candidate must sign and date the form.

GCE

German

OCR Advanced GCE 7862 Unit 2667 Culture and Society
Coursework Internal Mark Sheet

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

| **Examination series** | June | | | **Year** | 2 | 0 | 0 | |

| **Centre name** | |

| **Centre number** | | | | | |

| **Candidate name** | | **Candidate number** | | | | |

Assessment	Mark	Assessment	Mark
Essay One Grid 6A (1) (max 20)		**Essay Two** Grid 6A (1) (max 20)	
Grid 6A (2) (max 20)		Grid 6A (2) (max 20)	
Grid 6B Accuracy (10)		Grid 6B Accuracy (10)	
Grid 6B Range (10)		Grid 6B Range (10)	
Essay one total (60)		Essay two total (60)	

Final mark out of 60

Authentication by Candidate

I declare that I have produced this work without any assistance apart from that which is acceptable according to the scheme of assessment.

Signature_____Date_____

INSTRUCTIONS FOR COMPLETION OF THIS FORM

1   One form should be used for each candidate.

2   Please ensure that the appropriate boxes at the top of the form are completed.

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- For candidates who submit two pieces of coursework, fill in the marks for Grid 6A and Grid 6B for each piece of work.

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4   For each candidate calculate a total mark out of 60 as follows:

- For each candidate who submits two pieces of coursework, add all the Grid 6A and Grid 6B scores together and divide the total by 2.

- For each candidate who submits one extended piece of coursework, add the scores for Grid 6A and Grid 6B in the first mark box together.

7   Enter the final mark for the candidate in the relevant box.

8   The candidate must sign and date the form.

GCE

Spanish
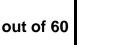
OCR Advanced GCE 7863 Unit 2677: Culture and Society
Coursework Internal Mark Sheet

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

Examination series	June		Year	2	0	0	

Centre name

Centre number

Candidate name   **Candidate number**

Assessment	Mark	Assessment	Mark
Essay One Grid 6A (1) (max 20)		**Essay Two** Grid 6A (1) (max 20)	
Grid 6A (2) (max 20)		Grid 6A (2) (max 20)	
Grid 6B Accuracy (10)		Grid 6B Accuracy (10)	
Grid 6B Range (10)		Grid 6B Range (10)	
Essay one total (60)		Essay two total (60)	

Final mark out of 60

Authentication by Candidate
I declare that I have produced this work without any assistance apart from that which is acceptable according to the scheme of assessment.

Signature_____Date_____

INSTRUCTIONS FOR COMPLETION OF THIS FORM

1   One form should be used for each candidate.

2   Please ensure that the appropriate boxes at the top of the form are completed.

3   Enter the mark awarded for each assessment criterion in the appropriate box.

For candidates who submit two pieces of coursework, fill in the marks for Grid 6A and Grid 6B for each piece of work.

For candidates who submit one extended piece of coursework, fill in the marks for Grid 6A and Grid 6B in the first mark box table only.

4   For each candidate calculate a total mark out of 60 as follows:

For each candidate who submits two pieces of coursework, add all the Grid 6A and Grid 6B scores together and divide the total by 2.

For each candidate who submits one extended piece of coursework, add the scores for Grid 6A and Grid 6B in the first mark box together.

9   Enter the final mark for the candidate in the relevant box.

10   The candidate must sign and date the form.