

French / German / Gujarati / Spanish

OCR GCSE 1925 Unit 2356

OCR GCSE 1926 Unit 2366

OCR GCSE 1927 Unit 2376

OCR GCSE 1928 Unit 2386

Writing Coursework Management Checklist

French / German / Gujarati / Spanish * Please delete as appropriate

The three items of coursework submitted are drawn from three different contexts.

The piece of coursework to be offered as completed under controlled conditions is hand-written.

Each piece of coursework is headed with a title and sub-tasks in the target language and has a word-count.

The tasks provide opportunities to address the assessment objectives for writing.

Written stimulus materials relating directly to the task are attached to the task.

Sources/books/written materials/internet materials/spellcheckers used are acknowledged.

Word count has been checked – work is the right length for the grade range used.

Type of writing has been correctly considered in deciding which grade range to assess at.

For B, A, A* grade range, candidates' sentences often contain a subordinate clause or another verbal construction and have generally accurate spelling and grammar, and a broad range of vocabulary, idiom and structure.

For D, C grade range candidates, the work includes past, present and future events and involves the use of different tenses, over the 3 pieces submitted, taken together. The tasks require continuous writing of a formal or informal nature, the linking of sentences and structuring of ideas.

For G, F, E grade range candidates, only pieces of work of 21+ words which show evidence of verb usage have been marked out of ten.

For G, F, E grade range candidates, only pieces of work of 20 words or fewer or which show no evidence of verb usage have been marked out of 4.

If more than one teacher has assessed work in the Centre, internal standardisation has been done.

Candidates have signed the coursework cover sheet to say that work is their own.

The teacher has counter-signed the coursework cover sheet.

The teacher(s) has/have signed the Centre Authentication Form (CCS160).

The teacher has a record of marks for the sample sent to the Moderator.

Centre can supply coursework from additional candidates, if requested.