



**iBSL**  
Institute of British Sign Language

*'Promoting Quality in British Sign Language'*

## Sample Coursework File (Level 4)

## LEARNER DETAILS

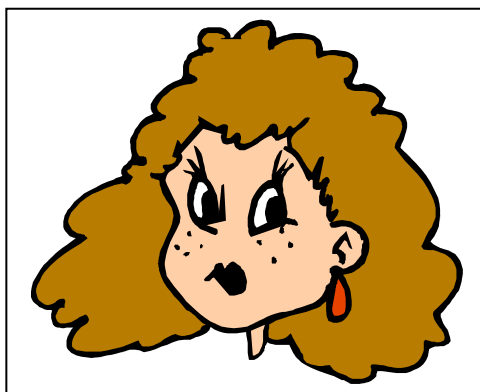
Full Name of Learner: *Jean Williams*  
(this will appear on the certificate)

Centre: *Middletown Campus*

Unique Learner Number: *556677*

Qualification Title: *IBSL Level 4*

Photo of Learner(for ID purposes):



Statement of Authenticity:

I confirm that all the work presented in this coursework file is my own work.

Signed: *Jean Williams* (Learner)

Signed: *Mark Brown* (Teacher/Assessor)

# LEARNER AGREEMENT AND STATEMENT OF NEEDS

The learner should confirm their learning agreement with their centre which should state they have received the following:-

1. Learning Agreement.
2. Induction Material including Complaints, Appeals and Equal Opportunities policies.
3. Reasonable Adjustment
4. Qualification Specification

Signed: *Jean Williams* (Learner)

Signed: *Mark Brown* (Teacher/Assessor)

Date: *22 October 2010*

# LEARNER RECORD SHEET

The learner and teacher/Assessor should maintain this record of their progress and achievements. (All must be achieved for a PASS in the qualification)

<b>File No</b>	<b>Assessment Description</b>	<b>When achieved</b>	<b>Signed by Teacher/Assessor</b>
<b>1</b>	Receptive Result sheet for Assessment 1 of IBSL4AUN <i>(to be supplied by IBSL)</i>	<i>22/1/11</i>	<i>Mark Brown</i>
<b>2</b>	Filmed evidence and Learner Record Form for Assessment 1 of IBSL4ASN	<i>4/3/11</i>	<i>Mark Brown</i>
<b>3</b>	Receptive Result sheet for Assessment 2 of IBSL4AUN <i>(to be supplied by IBSL)</i>	<i>4/3/11</i>	<i>Mark Brown</i>
<b>4</b>	Filmed evidence and Learner Record Form for Assessment 2 of IBSL4ASN	<i>31/3/11</i>	<i>Mark Brown</i>
<b>5</b>	Filmed evidence and Learner Record Form for joint Assessment of IBSL4AUN and IBSL4ASN. (Assessment 3)	<i>5/4/11</i>	<i>Mark Brown</i>
<b>6</b>	Result sheet of Assessment 1 of IBSL4ALN <i>(to be supplied by IBSL)</i>	<i>16/4/11</i>	<i>Mark Brown</i>
<b>7</b>	Result sheet of Assessment 2 of IBSL4ALN <i>(to be supplied by IBSL)</i>	<i>5/4/11</i>	<i>Mark Brown</i>
<b>8</b>	The result sheet for this assessment will be issued by IBSL within six weeks of the date of Assessment.		

Signed: *Jean Williams* (Learner)

Signed: *Mark Brown* (Teacher/Assessor)

This is to confirm that

**Jean Williams**

ULN 556677

Has achieved a Pass in Assessment 1 of IBSL4AUN  
With a mark of 76%

Signed: *Amanda Twogood*

Administrator, Institute of British Sign Language

Date: 22 January 2011

## INSTITUTE OF BSL

## Learner Assessment Record for Level 4 Certificate in BSL Studies (Assessment 1: IBSL4ASN)

Learner Name	Jean Williams				Learner No.	556677	
Centre No	80023	Assessment No.	IB3001	DVD Ref:	1	Date	4/3/11

**Production: the Learner is able to ...**

		2	1	0
1.	USE A BROAD GENERAL RANGE OF VOCABULARY AND TECHNICAL LANGUAGE		1	
2.	USE A WIDE RANGE OF WAYS TO LINK IDEAS AND HELP CLARITY & FLUENCY		1	
3.	USE WIDE DIFFERENT FORMS OF POLITE CONVENTIONS TO SUIT DIFFERENT OCCASIONS		1	
4.	USE WAYS TO EXPRESS FEELING		1	
5.	USE NUMERICAL TERMS INCLUDING FRACTIONS & PERCENTAGES	2		
6.	ALL COMMONLY USED VERB FORMS, POSITIVE & NEGATIVE		1	
7.	MOST COMMONLY USED GRAMMATICAL STRUCTURES, INCLUDING THE COMPLEX		1	
8.	ALTERNATIVE TERMS AND STRUCTURES THAT MODIFY STYLE AND REGISTER	2		
9.	THE MOST COMMON SIGNED AND NON-VERBAL POLITE CONVENTIONS		1	
10.	SHOW EFFECTIVE USE OF RELEVANT LANGUAGE REFERENCE SOURCES	2		
11.	SHOW ABILITY TO CONSTRUCT AND PRESENT AN EFFECTIVE PROJECT PRESENTATION	2		
12.	SHOW EVIDENCE OF RELEVANT RESEARCH SOURCES		1	

**The time of the assessment must not be less than FIFTEEN minutes, or more than TWENTY minutes.**

Result	Timing (Tick)	No. of "0" Boxes	Benchmark	Actual	Pass/Fail
Overall	√	0	12	16	PASS

Assessor Name & Signature	Mark Brown	Assessor Ref	145
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This is to confirm that

**Jean Williams**  
ULN 556677

Has achieved a Pass in Assessment 2 of IBSL4AUN  
With a mark of 72%

Signed: *Amanda Twogood*  
Administrator, Institute of British Sign Language

Date: 22 March 2011

**Learner Assessment Record for Level 4 Certificate in BSL Studies  
(Assessment 2: IBSL4ASN –relaying the contents of a voice-activated recording into BSL)**

Learner Name	Jean Williams				Learner No.	556677	
Centre No	80023	Assessment No.	IB3034	DVD Ref:	6	Date	31/3/11

*During the relaying of the voice message in BSL, the Learner is able to ...*

1.	<b>USE A BROAD GENERAL RANGE OF VOCABULARY AND TECHNICAL LANGUAGE</b>	2	1	0
2.	<b>USE A WIDE RANGE OF WAYS TO LINK IDEAS AND HELP CLARITY &amp; FLUENCY</b>	2		
3.	<b>USE APPROPRIATE NUMERICAL TERMS INCLUDING FRACTIONS &amp; PERCENTAGES</b>			0
4.	<b>UTILISE MOST COMMONLY USED GRAMMATICAL STRUCTURES, INCLUDING THE COMPLEX</b>		1	
5.	<b>USE STRUCTURES THAT MODIFY STYLE AND REGISTER TO MATCH THE VOICE-ACTIVATED MESSAGE</b>	2		
6.	<b>DISPLAY REASONABLE ACCURACY IN RELAYING THE MESSAGE (ABOUT 80%)</b>		1	
7.	<b>SHOW ABILITY TO CONSTRUCT AND PRESENT AN EFFECTIVE MESSAGE RELAY</b>		1	
8.	<b>DEMONSTRATE AN OVERALL COMPETENCE IN CONDUCTING THE MESSAGE RELAY</b>	2		

*The time of the assessment must not be less than THREE minutes, or more than FIVE minutes in the translation.*

Result	Timing (Tick)	No. of "0" Boxes	Benchmark	Actual	Pass/Fail
Overall	√	2	10	10	PASS

Assessor Name & Signature	Mark Brown	Assessor Ref	145
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## INSTITUTE OF BSL

Learner Assessment Record for Level 4 Certificate in BSL Studies (*Joint Assessment IBSL4AUN & IBSL34SN N*)**RECEPTION & PRODUCTION Assessment 3**

Learner Name	Jean Williams				Learner No.	556677	
Centre No	80023	Assessment No.	IB3001	DVD Ref:	2	Date	5/4/11

The Learner is able to use and understand...

		2	1	0
1	A BROAD GENERAL OF VOCABULARY AND TECHNICAL LANGUAGE RELATING TO WORK	2		
2	A WIDE RANGE OF WAYS TO LINK IDEAS AND HELP CLARITY & FLUENCY		1	
3	A WIDE RANGE OF DIFFERENT FORMS OF POLITE CONVENTIONS TO SUIT DIFFERENT OCCASIONS		1	
4	WAYS TO EXPRESS FEELING		1	
5	NUMERICAL TERMS INCLUDING FRACTIONS & PERCENTAGES			0
6	ALL COMMONLY USED VERB FORMS, POSITIVE AND NEGATIVE		1	
7.	MOST COMMONLY USED GRAMMATICAL STRUCTURES, INCLUDING THE COMPLEX		1	
8.	ALTERNATIVE TERMS AND STRUCTURES THAT MODIFY STYLE & REGISTER		1	
9.	THE MOST COMMON SIGNED & NON-VERBAL POLITE CONVENTIONS		1	
10.	HOW TO MAKE EFFECTIVE USE OF RELEVANT LANGUAGE REFERENCE SOURCES			0
11.	SHOW ABILITY TO UNDERSTAND THE TEACHER-ASSESSOR WITHOUT MUCH REPETITION	2		
12.	SHOW APPROPRIATE CULTURAL CONVENTIONS IN 'LISTENING' ABILITIES	2		
13.	CONDUCT A DISCUSSION AT A PACE, FLOW AND FLUENCY APPROPRIATE TO THE LEVEL	2		
14.	SUMMARISE & DISCUSS INFORMATION, INSTRUCTIONS OR DESCRIPTIONS IN PROPER SEQUENCE	2		
15.	MAINTAIN A FREE-FLOWING DIALOGUE WITH THE TEACHER-ASSESSOR	2		
16.	SHOW APPROPRIATE TURN-TAKING AND INTERRUPTION STRATEGIES		1	

The time of the assessment must not be less than FIFTEEN minutes, or more than TWENTY minutes.

Result	Timing (Tick)	No. of "0" Boxes	Benchmark	Actual	Pass/Fail
Overall	√	2	16	20	Pass

Assessor Name & Signature	Mark Brown	Assessor Ref	145
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This is to confirm that

**Jean Williams**

ULN 556677

Has achieved a Pass in the Assessment 1 of IBSL4ALN  
With a mark of 82%

Signed: *Amanda Twogood*

Administrator, Institute of British Sign Language

Date: 16 April 2011

This paper should be filed in the Learner's Coursework File as File No. 6

This is to confirm that

**Jean Williams**

ULN 556677

Has achieved a Pass in the Assessment 2 of IBSL4ALN  
With a mark of 71%

Signed: *Amanda Twogood*

Administrator, Institute of British Sign Language

Date: 16 May 2011

This paper should be filed in the Learner's Coursework File as File No. 7

**INSTITUTE OF BSL**  
**EXTERNAL EXAMINER SHEET**

This is to confirm that this Coursework File, and its contents, has been subject to an External Examination, and meets the standards required for Level 4.

The result for Assessment Task no. 8 (which is the 'Live' Observation by myself as External Examiner) will be issued by IBSL Head Office within the next 6 weeks together with the final Qualification Result.

Signed: *Samantha Adams*

(External Examiner)

Date: *6<sup>th</sup> June 2011*