



iBSL
Institute of British Sign Language

'Promoting Quality in British Sign Language'

Coursework File (Level 3)

LEARNER DETAILS

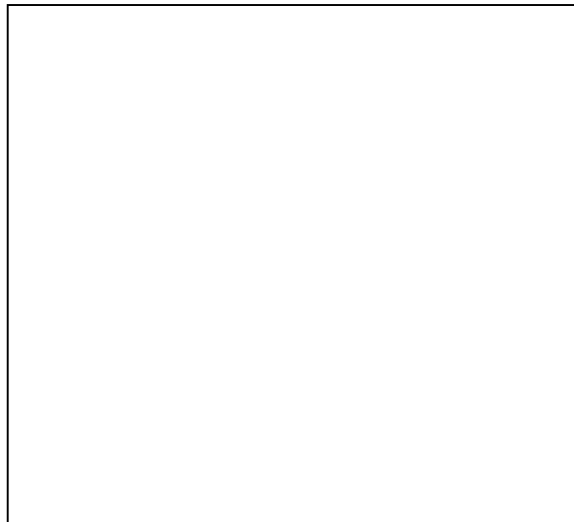
Full Name of Learner:
(this will appear on the certificate)

Centre:

Unique Learner Number:

Qualification Title: IBSL Level 3

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: (Learner)

Signed: (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: (Learner)

Signed: (Teacher/Assessor)

Date:

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)

File No	Assessment Description	When achieved	Signed by Teacher/Assessor
1	Receptive Result sheet for Assessment 1 of IBSL3AUN (to be supplied by IBSL)		
2	Filmed evidence and Learner Record Form for Assessment 1 of IBSL3ASN (Mark Sheet 1) (State topic chosen:)		
3	Filmed evidence and Learner Record Form for joint Assessment 2 of IBSL3AUN and IBSL3ASN. (Mark Sheet 2) (State topic chosen:)		
4	Result sheet of filmed Q & A session for IBSL3ADC (to be supplied by IBSL)		
5	Assessment Record Sheet for part 2 of IBSL3ADC. (This can also be used for KS12 of IBSL3AUN & IBSL3ASN)		
6	This assessment result will be issued by IBSL within six weeks of the date of Assessment.		

Signed:

(Learner)

Signed:

(Teacher/Assessor)

This is to confirm that

Has achieved a Pass in Assessment 1 of IBSL3AUN With a
mark of --%

Signed:

Administrator, Institute of British Sign Language

Date:

This paper should be filed in the Learner's Coursework File as File No. 1

Learner Assessment Record for Level 3 Certificate in BSL Studies (*IBSL3ASN only*)

Learner Name					Learner No.	
Centre No		Assessment No.		DVD Ref:		Date

Production: the Learner is able to understand and use/know

		3	2	1	0
1	A BROAD GENERAL VOCABULARY AND KEY WORK-RELATED TERMS IN EVERYDAY & WORK USE				
2	A RANGE OF WAYS TO LINK IDEAS AND HELP CLARIFY & FLUENCY				
3	DIFFERENT FORMS OF ADDRESS & POLITE CONVENTIONS TO SUIT ALL OCCASIONS				
4	WAYS TO EXPRESS FEELINGS (e.g. <i>wishes, gratitude, regret, apology &c.</i>)				
5	NUMERICAL TERMS (E.G. <i>all numbers, fractions. statistics</i>) AND WAYS TO TALK ABOUT THEM				
6	HOW TO EXPRESS THE PAST, PRESENT, FUTURE AND THE CONDITIONAL (e.g. <i>I would go...</i>)				
7	HOW <i>can, must, should, could, would &c.</i> ARE EXPRESSED IN BSL				
8	ALL COMMON QUESTION FORMS & COMMON GRAMMATICAL STRUCTURES				
9	HOW TO USE CLASSIFIERS				
10	HOW TO ASK PERMISSION AND GIVE INSTRUCTIONS				
11.	A RANGE OF COMPLEX SENTENCE COMBINATIONS				

Additionally; the Learner is able to use or show

12.	CLEAR PRONOUNCTION OF BSL				
13.	KEY NON-VERBAL CULTURAL CONVENTIONS (<i>spatial distance, touch, eye contact etc.</i>)				
14	HOW TO NARRATE INFORMATION OR DESCRIPTIONS IN PROPER SEQUENCE				
15	RESEARCH NOTES AND A COMPLETED GLOSSARY				
16.	REFERENCE SOURCES TO FIND OUT OR CHECK MEANING OR ACCURACY				

Result	Timing (Tick)	No. of "0" Boxes	Benchmark	Actual	Pass/Fail
Overall			28		
Assessor Name & Signature					

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Mark Sheet 2

File No. 3

Learner Assessment Record for Level 3 Certificate in BSL Studies (*Assessment 2 of IBSL3AUN & IBSL3ASN*)

Learner Name					Learner No.	
Centre No		Assessment No.		DVD Ref:		Date

In Both Reception & Production: the Learner is able to understand and use/know

		3	2	1	0
1	A BROAD GENERAL VOCABULARY AND KEY WORK-RELATED TERMS IN EVERYDAY & WORK USE				
2	A RANGE OF WAYS TO LINK IDEAS AND HELP CLARIFY & FLUENCY				
3	DIFFERENT FORMS OF ADDRESS & POLITE CONVENTIONS TO SUIT ALL OCCASIONS				
4	WAYS TO EXPRESS FEELINGS (e.g. <i>wishes, gratitude, regret, apology &c.</i>)				
5	NUMERICAL TERMS (E.G. <i>all numbers, fractions, statistics</i>) AND WAYS TO TALK ABOUT THEM				
6	HOW TO EXPRESS THE PAST, PRESENT, FUTURE AND THE CONDITIONAL (e.g. <i>I would go...</i>)				
7	HOW <i>can, must, should, could, would &c.</i> ARE EXPRESSED IN BSL				
8	ALL COMMON QUESTION FORMS & COMMON GRAMMATICAL STRUCTURES				
9	HOW TO USE CLASSIFIERS				
10	A RANGE OF COMPLEX SENTENCE COMBINATIONS				

Additionally, in Production: the Learner is able to use...

11.	HOW TO ASK PERMISSION AND GIVE INSTRUCTIONS				
12.	CLEAR PRONOUNCATION OF BSL				
Overall Learner is able to use or show...					
13.	KEY NON-VERBAL CULTURAL CONVENTIONS (<i>spatial distance, touch, eye contact etc.</i>)				
14.	MAINTAIN A DIALOGUE WITH APPROPRIATE FLOW , FLUENCY & TURNTAKING TECHNIQUES				
15.	USE REFERENCE SOURCES TO FIND OUT OR CHECK MEANING OR ACCURACY				

Result	Timing (Tick)	No. of "0"Boxes	Benchmark	Actual	Pass/Fail
Overall			25		
Assessor name & signature					

This is to confirm that

ULN

Has achieved a Pass in the part A Assessment of IBSL3ADC With a
mark of --%

Signed:

Administrator, Institute of British Sign Language

Date:

This paper should be filed in the Learner's Coursework File as File No. 4

Learner Assessment Record for Level 3 Certificate in BSL Studies (Part 2 of IBSL3ADC Only)
Note: This form is to be used for the assessment where the Learner & Teacher-Assessor engage in a 10-15 minute dialogue for part 2 of the IBSL3ADC assessment.

Learner Name					Learner No.	
Centre No		Assessment No.		DVD Ref:		Date

The Learner has observed and demonstrated the appropriate cultural conventions in....

1. **STARTING A CONVERSATION**

2. **GETTING ATTENTION BEFORE AND DURING A CONVERSATION**

3. **MAINTAINING A CONVERSATION**

4. **ENDING A CONVERSATION**

Y	N

Result	Benchmark (All pcs should be achieved)	Pass/Fail
Overall		
Assessor Name & Signature		

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Guide to the Learner Assessment Record for L3 Certificate in BSL Studies IBSL3ADC
Key Performance Criteria that need to be covered in marking Learners

1. 2.2 of the Qualification Specification	Learners should be able to take the initiative in starting a conversation, showing the correct technique and etiquette.
2. 2.1 of the Qualification Specification	Learners should know and demonstrate the correct cultural conventions for gaining the attention of another participant, both before and during a conversation.
3. 2.3 of the Qualification Specification	Learners should be able to maintain a free-flowing dialogue, without prompting, using effective turn-taking and interruption etiquette.
4. 2.4 of the Qualification Specification	Forms of ending conversations, leave-taking and other polite conventions should be used to suit different occasions and varying degrees of informality.

IMPORTANT:

A Learner will be given a **FAIL** if **ANY** of the criteria are not met during the assessment.

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EXTERNAL EXAMINER
SIGN-OFF SHEET

This is to confirm that this Coursework File, and its contents, have been subject to an External Moderation, and meet the standards required for Level 3.

Results for Assessment Task nos. 6 (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:

20 June 2011