



iBSL
Institute of British Sign Language

'Promoting Quality in British Sign Language'

Coursework File (Level 4)

October 2012 version

LEARNER DETAILS

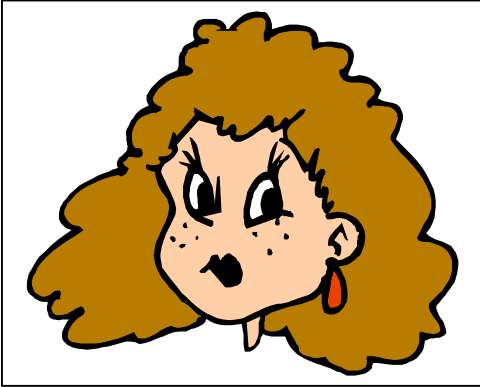
Full Name of Learner:
(this will appear on the certificate)

Centre:

Unique Learner Number:

Qualification Title:

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: 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)

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

Signed: _____ (Learner)

Signed: _____ (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

Sample:

The Learner will get a similar sheet

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

Learner Assessment Record for Level 4 Certificate in BSL Studies (IBSL4ASN Only)

<i>Learner Name</i>						<i>Learner ULN</i>	
<i>Centre No</i>		<i>Assessment No.</i>		<i>DVD Ref:</i>		<i>Date</i>	

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

Vocabulary

		3	2	1	0
1.	A BROAD GENERAL VOCABULARY AND TECHNICAL LANGUAGE RELATED TO WORK				
2.	A WIDE RANGE OF WAYS TO LINK IDEAS AND HELP CLARITY & FLUENCY				
3.	A WIDE RANGE OF POLITE CONVENTIONS TO SUIT DIFFERENT OCCASIONS & FORMALITY				
4.	WAYS TO EXPRESS FEELING e.g. hot-tempered, criticism				
5.	NUMERICAL TERMS & WAYS TO TALK ABOUT THEM e.g. fractions, percentages				

Grammatical Forms

6.	ALL COMMONLY USED VERB FORMS, POSITIVE & NEGATIVE (Note K6.1-K6.4 overleaf)				
7.	MOST COMMONLY USED GRAMMATICAL STRUCTURES, INCLUDING THE COMPLEX				
8.	ALTERNATIVE TERMS AND STRUCTURES THAT MODIFY STYLE AND REGISTER				
9.	ASPECT AND MANNER				
	Additionally the Learner is able to use or show				
10.	ALL NON-VERBAL CULTURAL CONVENTIONS (spatial distance, touch, eye contact etc.)				
11.	SHOW ABILITY TO CONSTRUCT AND PRESENT AN EFFECTIVE PRESENTATION				
12.	REFERENCE SOURCES TO FIND OUT OR CHECK MEANING OR ACCURACY				

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			12		

Assessor Name & Signature				Assessor Ref	
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File No. 3

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

Sample:

The Learner will get a similar sheet

This paper should be filed in the Learner's Coursework File as File No 3

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

<i>Learner Name</i>					<i>Learner ULN</i>	
<i>Centre No</i>		<i>Assessment No.</i>		<i>DVD Ref:</i>		<i>Date</i>

During the relaying of the voice message in BSL, the Learner is able to understand & use

	3	2	1	0
1. A BROAD GENERAL VOCABULARY AND TECHNICAL LANGUAGE RELATED TO WORK				
2. A WIDE RANGE OF WAYS TO LINK IDEAS AND HELP CLARITY & FLUENCY				
3. NUMERICAL TERMS & WAYS TO TALK ABOUT THEM e.g. fractions, percentages				
4. MOST COMMONLY USED GRAMMATICAL STRUCTURES, INCLUDING THE COMPLEX				
5. MODIFICATIONS OF STYLE AND REGISTER TO MATCH THE VOICE-ACTIVATED MESSAGE				
6. DISPLAY REASONABLE ACCURACY IN RELAYING THE MESSAGE (ABOUT 80%)				
7. SHOW ABILITY TO CONSTRUCT AND PRESENT AN EFFECTIVE MESSAGE RELAY				
8. DEMONSTRATE AN OVERALL COMPETENCE IN CONDUCTING THE MESSAGE RELAY				

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			12		

Assessor Name & Signature		Assessor Ref	
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Learner Assessment Record for Level 4 Certificate in BSL Studies (the Joint Assessment for IBSL4AUN & IBSL34SN)

<i>Learner Name</i>					<i>Learner No.</i>	
<i>Centre No</i>		<i>Assessment No.</i>		<i>DVD Ref:</i>		<i>Date</i>

Reception: the Learner is able to use and understand...

		3	2	1	0
1	A BROAD GENERAL VOCABULARY AND TECHNICAL LANGUAGE RELATING TO WORK				
2	WIDE RANGE OF WAYS TO LINK IDEAS AND HELP CLARITY & FLUENCY				
3	WIDE RANGE OF POLITE CONVENTIONS TO SUIT DIFFERENT OCCASIONS & FORMALITY				
4	WAYS TO EXPRESS FEELING e.g. hot-tempered, criticism				
5	NUMERICAL TERMS & WAYS TO TALK ABOUT THEM e.g. fractions, percentages				

Grammatical Forms

6	ALL COMMONLY USED VERB FORMS, POSITIVE & NEGATIVE (Note K6.1-K6.4 overleaf)				
7.	MOST COMMONLY USED GRAMMATICAL STRUCTURES, INCLUDING THE COMPLEX				
8.	ALTERNATIVE TERMS AND STRUCTURES THAT MODIFY STYLE & REGISTER				
9.	ASPECT AND MANNER				

Additionally the Learner is able to use or show

10.	ALL NON-VERBAL CULTURAL CONVENTIONS (spatial distance, touch, eye contact etc.)				
11.	REFERENCE SOURCES TO FIND OUT OR CHECK MEANING OR ACCURACY				
12.	CONDUCT A DISCUSSION AT A PACE, FLOW AND FLUENCY APPROPRIATE TO THE LEVEL				
13.	PROVIDE INFORMATION, INSTRUCTIONS OR DESCRIPTIONS IN PROPER SEQUENCE				
14.	MAINTAIN A FREE-FLOWING DIALOGUE WITH THE TEACHER-ASSESSOR*				
15.	SHOW APPROPRIATE TURN-TAKING AND INTERRUPTION STRATEGIES				

Result	Timing (Tick)	No. of "0" Boxes	Benchmark	Actual	Pass/Fail
Overall			24		

Assessor Name & Signature		Assessor Ref	
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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

Sample:

The Learner will get a similar sheet

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

Sample:

The Learner will get a similar sheet

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: *6th June 2011*