ENTRY PATHWAYS ADDITIONAL ENGLISH

Coursework Guide

Contents

Collating Folders for Submission

What to include in your submission

Following the move to the Internal Assessment Mark Input System (IAMIS) centres will no longer receive EP1 forms in the Entry Pathways stationary pack. Instead centres are required to enter and submit the outcomes for each candidate for each unit on IAMIS.

Please ensure that your candidates are entered for the correct unit as amendments to entries cannot be made after the entry amendment deadline. If a candidate is entered for the wrong unit we will be unable to moderate the sample and the candidate will need to be re-entered in the next series.

Please mark with an 'A' on IAMIS any candidates who have been withdrawn or have not completed the unit.

You will need to include the following for each candidate for each unit they have entered:

- Correct [Assessment Record](#) sheet for the unit – clearly filled in. Please ensure that you have downloaded the most up to date assessment records from the website.
- [Authentication sheet](#) – signed by the candidate and the teacher

For most units there is no requirement for any evidence for Additional English to be written. [Witness Statements](#) are perfectly acceptable to submit as evidence, however please ensure that these are filled out with specific details for each individual candidate. Generic Witness Statements will **NOT** be accepted.

Please look at how many credits a unit is worth. Each credit should roughly equate to **ten hours** work. Therefore, for example, a narrative for 6351: Creating Narratives should have had approximately 30 hours spent on its teaching, preparation and production and the submission should reflect that.

Organisation of Folders

The outcomes of each candidate for each unit must be submitted via the Internal Assessment Mark Input System (IAMIS) on the secure website. Once the outcomes have been entered and submitted IAMIS will choose a sample for you. There will be a different sample for EACH unit and at EACH level, and the same candidates may not be chosen. Please ensure that you are submitting the correct sample chosen by IAMIS

Candidates' folders should be organised by unit, NOT by candidate.

Presentation of Folders

<u>DO:</u>

- present each candidate's work neatly arranged per unit

- clearly mark the centre name and number, candidate name and number and the unit title on the front of the folder

- ensure the work is arranged in the order of the assessment criteria on the assessment record

- complete the assessment record fully. (See below for an example of a fully completed assessment record)

- ensure that evidence is organised and relevant. Disorganised folders or folders where the moderator does not know where the relevant evidence can be found will be returned

- ensure the assessment record clearly indicates to the moderator where the relevant evidence can be found with pages clearly numbered and the assessment criteria accompanied by clear annotation

<u>DO NOT:</u>

- Order candidates folders by candidate. Folders should be organised by **UNIT**

- Send folders in ring binders (bulky to post

- Send folders in plastic wallets (difficult to access work)

- Use old assessment records, they are not acceptable. The most up to date assessment records should be downloaded from the website

- submit whole class workbooks. Evidence should be organised and relevant

- submit generic witness statements. Witness statements should be individual to each candidate

Exploring Poetry Entry 3
6355/E3

ASSESSMENT RECORD

Candidate
Name _____

Candidate
No. _____ __

Centre Name _ _____

Centre No _____

Assessment Criteria	Met (Tick)	Evidence	Office Use
AC1.1 Describe what a poem is about	✓	P. 3, 4	✓
AC1.2 Describe how a poet has presented the subject matter to a reader	✓	P 5.	✓
AC1.3 Make references to a poem to support interpretation of a poem's subject matter	✓	P. 3, 4, 5	✓
AC2.1 Describe key features of a poem	✓	P6.	✓
AC3.1 Identify expressive words used in a poem	✓	P7-8	✓
AC3.2 Describe how a poet uses language to affect a reader	✓	p. 9.	✓

General Comments

has a severe hearing impairment which has caused language delay. He relies of lip reading to understand information. His hearing loss means that he is unable to use phonics, consequently he has difficulty with spelling, past tenses of same verbs and plurals.

Teacher: _C_ _____ Date: _4.4.14_.

Evidence of **Internal** Verification: _OF_ _____ Date: _24/11/14_

Sending Folders

Packaging

Please ensure that samples are **only** sent in plastic WJEC sacks. These should have been included in the stationary pack sent to you shortly after the entry deadline. If you have not received these please contact the Entry Pathways Administration Section.

Packaging such as paper envelopes or black bin bags/plastic bags taped around the folders is **NOT** appropriate and could result in vital evidence being lost.

Posting

The samples from your centre should be kept together as much as possible. If you are sending a lot of samples please endeavour to send as few parcels as possible. Multiple parcels can arrive with us at different times, this makes it harder to store and moderate your sample.

We suggest that you send your sample by recorded delivery to ensure the safe arrival of your sample. This will also enable us to track the parcel in the unlikely event that it does not arrive.

Please ensure that the sample is sent with enough time to reach us <u>by</u> the sample submission deadline.

Your samples should be <u>WITH</u> WJEC by the sample submission deadline.

Although you are permitted to use units from Creative, Media and Performance arts towards an Award or Certificate in Additional English, please ensure that these units are sent to the **Creative Media and Performance moderator**.

<u>Do not include Creative Media and Performance samples with the rest of your Additional English samples.</u>

Content of Folders

Two Texts Requirement

It is a requirement that **TWO** texts are studied for unit 6353 (Exploring Events and Characters in Audio Visual Texts) and unit 6354 (Exploring Narratives). Both of these texts must have equal weighting, meaning that each Assessment Criteria must be met in full for both texts.

For 6353 (Exploring Events and Characters in Audio Visual Texts) the texts used **MUST** be audio/visual texts, **written texts must not be used for this unit.** However it is permitted to use the film versions of the texts already studied in unit 6354 (Exploring Narratives).

Exploring Shakespeare

A Shakespeare play may **NOT** be used as the second text for 6354 (Exploring Narratives) as Shakespeare is covered in unit 6350 (Exploring Shakespeare).

However, a filmed or audio version of a Shakespeare play may be used in unit 6353 (Exploring Events and Characters in Audio Visual Texts) as long as it is not a written text.

For detailed guidance on the content of all Additional English units please refer to the [Principal Moderator's reports](#).

Contact Details

If you have any queries regarding Additional English please do not hesitate to contact us:

**Entry Pathways
Administration Section**

Telephone: 029 2026 5128

Email: entrypathways@wjec.co.uk

**Rhodri Jones
Subject Officer**

Telephone: 029 2026 5188

Email: rhodri.jones@wjec.co.uk

**Sally Cunliffe
Subject Support Officer**

Telephone: 029 2026 5070

Email: sally.cunliffe@wjec.co.uk