# ENGLISH WRITING 3

**COURSE CODE: ENW315114**

## WRITING FOLIO STRUCTURE

<table>
<thead>
<tr>
<th>Item components</th>
<th>The reflective statement</th>
<th>Writing Project</th>
<th>Two other pieces of course work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criterion/Criteria</strong></td>
<td>Criterion 5: Elements 1,2,3,6,7</td>
<td>Criterion 1: Elements 1,2,3,4,5,6,7,8</td>
<td>Criterion 1: Elements 1,2,3,4,5,6,7,8</td>
</tr>
<tr>
<td></td>
<td>Criterion 2: Elements 1,2,3,4,5,6</td>
<td>Criterion 2: Elements 1,2,3,4,5,6</td>
<td>Criterion 2: Elements 1,2,3,4,5,6</td>
</tr>
<tr>
<td></td>
<td>Criterion 3: Elements 1,2,4,5</td>
<td>Criterion 3: Elements 1,2,4,5</td>
<td>Criterion 3: Elements 1,2,4,5</td>
</tr>
<tr>
<td></td>
<td>Criterion 4: Elements 1,2,3,5</td>
<td>Criterion 4: Elements 1,2,3,5</td>
<td>Criterion 4: Elements 1,2,3,5</td>
</tr>
<tr>
<td><strong>Course Content</strong></td>
<td>Module 5</td>
<td>Modules 1,2,3,4 or the same module</td>
<td></td>
</tr>
<tr>
<td><strong>Item Type</strong></td>
<td>Word processed product</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Component formats</strong></td>
<td>A statement</td>
<td>Variety of printed forms</td>
<td></td>
</tr>
<tr>
<td><strong>Compulsory components</strong></td>
<td>All components are compulsory</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total time allocation</strong></td>
<td>Writing Project - 20 percent of 150 course design time</td>
<td>Writing Project composed entirely of poetry - minimum of 130 substantial lines (average of five words per line) in total</td>
<td></td>
</tr>
<tr>
<td><strong>Total word count</strong></td>
<td>5000 and 8000 words</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Suggested time/length allocations</strong></td>
<td>750 – 1000 words</td>
<td>2500 – 4000 words</td>
<td></td>
</tr>
<tr>
<td><strong>Rating allocation</strong></td>
<td>Extended ratings of A+, A, A- … B+, B, B- … C+, C, C- … t+, t, t- or z for each Criterion ,1,2,3,4,5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
These folio guidelines provide students, teachers and markers with details about what students have to do for the display that forms part of the external assessment for this subject.

This document does not repeat essential information found in other documents and must be read in the context of:

- **THE COURSE DOCUMENT**
  (https://www.tasc.tas.gov.au/students/courses/english/enw315114/)

- **THE TASC GUIDE TO AUTHENTICITY AND ACADEMIC INTEGRITY**

- **THE TASC DOCUMENT HOW TO SUBMIT YOUR FOLIO**
  (Folio assessment - TASC)

The course Assessment Report located at (https://www.tasc.tas.gov.au/students/courses/english/enw315114/) addresses issues, strengths and weaknesses about the assessment of the previous year’s folios.

The final Writing Folio must be electronically submitted by the student to their teacher for external assessment by 5:00 pm on 23 October 2019.

The teacher cannot extend this published final “due to teacher date”, however they may set an earlier deadline for the purpose of internal assessment.
ADVICE TO STUDENTS

You are required to submit a folio of your work consisting of four pieces of writing:

1. a Reflective Statement,
2. a Writing Project, and
3. Two other pieces of work produced as a part of your course work.

TASC will assess the Writing Folio to determine the course external assessment rating for Criteria 1, 2, 3, 4 and 5. If you do not submit a folio you cannot achieve a result for this subject.

Your Writing Project and other pieces of work may contain a range of text types, genres and intended audiences, or utilise the same text type and/or genre throughout.

You may submit a pair, suite or collage of pieces as one work provided that the pieces are clearly linked by form (e.g. three poems) or content or character or theme (e.g. a poem and a narrative about betrayal). You must explain the nature of the connection in the Reflective Statement.

REFLECTIVE STATEMENT

Your Reflective Statement will outline your learning in response to the course and include the main influences on your development as a writer. It will provide contextual information about the included pieces, and give reasons for the selection of the diction, writing techniques and structures in the pieces, and how these relate to purpose and audience. It will contribute to the assessment of all the externally assessed criteria however it is the sole focus for Criterion 5.

It **MUST** be between 750 -1000 words in length.

WRITING PROJECT

You must negotiate, plan and complete a writing project of between 2500 - 4000 words or equivalent for poetry (see below). Your Writing Project must be a substantial piece of work and must feature significantly in the Reflective Statement. Your Writing Project can be a lengthy single piece or a collection of unified pieces.

You will negotiate with your teacher the development of the Writing Project. The production of the Writing Project is expected to take approximately 20 per cent of the 150 hours of the course design time.

A Writing Project composed entirely of poetry must be a **minimum** of 130 substantial lines (defined as an average of five words per line) in total.

TWO OTHER PIECES

Your two other pieces of work can come from different modules or the same module in the course. The two pieces may differ in length as long as you adhere to the total word count.
FOLIO LENGTH AND WORD COUNT

The total word count for the Writing Folio must be between 5000 and 8000 words. You can choose how you will allocate the word count between the four pieces, with the following restrictions:

- the Reflective Statement must be between 750 and 1000 words which is inclusive of quotes e.g. sources and examples from folio materials. All works, quotes cited must be referenced.
- the Writing Project must be between 2500 and 4000 words.

You may include a high quality poem or a suite of 99-word stories (a minimum of four) as a single folio piece but generally a poem should be about 30 substantial lines. A shorter poem (or series of shorter poems such as haiku) that employs a concentrated form such as sonnet must be at least 100 words in total.

For the purpose of calculating the total word count of the folio a 30 line poem is considered to be roughly equivalent to 600 words of prose. For longer poems, a total word count may be applied rather than a line count. A Writing Project composed entirely of poetry should be a minimum of 130 substantial lines in total. The word count for scripts may include stage directions (as contributing to the creative element of the text) but not character names.

PRESENTATION

Electronic Submission: the folio must be submitted to the teacher electronically as a Portable Document Format (PDF) file. See the document “How To Submit Your Folio” on the TASC website at Folio assessment - TASC for detailed instructions.

You must submit all writing, including journalistic pieces, in conventional, plain manuscript form. You may also present Journalistic pieces according to newspaper conventions in a second copy. Visual material may be included but the work will be assessed according to the standard of the writing.

CONTENTS PAGE

Your folio must include a Contents Page showing the title, text type, genre and word count of each piece. A pro-forma Contents page is available from https://www.tasc.tas.gov.au/students/courses/english/enw315114/.

FORM refers to the structure of the text, its external shape or appearance. Forms of literature include short story, narrative, poem (sonnet, ballad, free verse, prose poetry and so on) feature article, opinion column, letter, diary entry, script, monologue, personal essay, blog, eulogy and so on.

GENRE may be defined as a style or category of literature. Broad genres include fantasy, science-fiction, horror, romance, mystery, drama, magical realism, dystopian and so on but there may be more specific or blended sub-genres, such as animal fiction, satire and political thriller.

When presenting your folio you are advised to observe all of the following requirements:

- your Reflective Statement must be submitted as the first piece in the folio
- all work must be word-processed and aim to be predominantly free of typographical errors
- conventions for direct speech and indented dialogue must be used
• if candidates choose an unconventional method of formatting dialogue, this must be noted and explained in the reflective statement
• prose must be double-spaced or manuscript spaced (1½ line spacing)
• poetry may be single spaced with any stanzas clearly defined
• fonts should be plain and easy to read such as size 12, Arial or Times New Roman
• each page must be numbered
• margins must be a minimum of 2cm
• paragraph breaks must be indicated by either a line space OR indentation of 1cm
• the total word count for the folio is 5000 - 8000 words.

REFERENCING


If a writer’s style and voice alone have influenced work in the folio this must be acknowledged and discussed in the Reflective Statement through in text referencing and inclusion in a Reference List.

In expository and journalistic pieces all other people’s information, images, ideas or words (including material you get from the internet) must be fully referenced using an accepted method of citation such as the Harvard method, end-noting or foot-noting, and the inclusion of a Reference List. A bibliography alone is not sufficient.

For journalistic and similar pieces, the required full referencing of sources may be included on a second copy of the piece – one copy will meet the presentation requirements of the genre and the second will show the full referencing of sources.

Note the penalties instructions for markers on referencing:

• Markers must penalise by one rating on Criterion 1 any folio that is over or under the prescribed word counts for either the total or the individual Reflective Statement and Writing Project pieces.
• Markers are directed to penalise by one rating on Criterion 1 any folio that does not comply with one or more of the presentation requirements.

Markers are directed to give a rating of D for Criterion 1 if one, or more, pieces in the folio does not meet the requirements for full referencing and acknowledgement of all sources (i.e. no greater than 10% in total for the entire folio). A marker must refer such a folio to the Marking Co-ordinator as an instance of a possible breach of academic integrity requiring further action under the Authority’s external assessment rule.

INFORMATION FOR TEACHERS

Please see Instructions to Markers below for clarification of the assessment focus of each criterion.

You must, for each of your students:

• see all work as it progresses
• make sure the presentation and content requirements for the folio and the penalties for not meeting them are well known.
INSTRUCTIONS TO MARKERS

The criteria to be assessed through the marking of the writing folio are:

**Criterion 1:** Create written texts in a range of types  
*(range of forms and/or style; editing for effect and accuracy; presentation and referencing)*

**Criterion 2:** Demonstrate control in the use of language features and stylistic features  
*(effective, varied vocabulary and techniques, point of view, tense and grammar)*

**Criterion 3:** Select and use literary conventions and structures  
*(form and genre conventions, structural elements and unity)*

**Criterion 4:** Compose and craft sustained imaginative texts  
*(style, complexity, originality and credibility of ideas; engages reader’s intellectual and emotional response)*

**Criterion 5:** Evaluate personal writing styles and techniques  
*(Reflective Statement ONLY. Sources, models, purpose and audience, form and structure, techniques, specialist terms)*

TASC will seek Expressions of Interest via an electronic register from current and former teachers of English Writing interested in marking the Folio. Markers will be selected from these expressions of interest. More information will be available later in the year about this register via the TASC website.

Before commencing marking, markers will be required to meet with the Marking Co-ordinator. This meeting will include training in the use of both the marking guide and the course criterion standards when determining ratings.

Where a student’s overall award is borderline (i.e. one rating away for one criterion from the next higher award), the Assessment Panel will use the Writing Project to determine the student’s final award.

**PENALTIES**

- Markers must penalise by one rating on Criterion 1 any folio that is over or under the prescribed word counts for either the total or the individual Reflective Statement and Writing Project pieces.
- Markers are directed to penalise by one rating on Criterion 1 any folio that does not comply with one or more of the presentation requirements.

Markers are directed to give a rating of D for Criterion 1 if one, or more, pieces in the folio does not meet the requirements for full referencing and acknowledgement of all sources (i.e. no greater than 10% in total for the entire folio). A marker must refer such a folio to the Marking Co-ordinator as an instance of a possible breach of academic integrity requiring further action under the Authority’s external assessment rule.