EXTERNAL ASSESSMENT SPECIFICATIONS

ENGLISH WRITING (ENW315114)

External Assessment Specifications inform the development of external assessments.

These specifications must be read in conjunction with the Course Document.

The external assessment consists of a folio of your working consisting of four pieces of writing:

- A Reflective Statement
- A Writing Project
  and
- Two other pieces of work produced as a part of your course work

The criteria to be externally assessed are:

**Reflective Statement**
Criterion 5: evaluate personal writing styles and techniques

**Writing Project**
Criterion 1: create written texts in a range of types
Criterion 2: demonstrate control in the use of language features and stylistic features
Criterion 3: select and use literary conventions and structures
Criterion 4: compose and craft sustained imaginative texts

**Two other pieces of course work**
Criterion 1: create written texts in a range of types
Criterion 2: demonstrate control in the use of language features and stylistic features
Criterion 3: select and use literary conventions and structures
Criterion 4: compose and craft sustained imaginative texts
**WRITING FOLIO STRUCTURE**

The following specifications for each section are outlined in the table below:

- the distribution across the sections of:
  - criteria
  - time allocations
- the number and type of items.

<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>Criteria</td>
<td>Criterion 5:</td>
<td>Criteria 1, 2, 3 &amp; 4</td>
<td>Criteria 1, 2, 3 &amp; 4</td>
</tr>
<tr>
<td>Elements</td>
<td>Elements 1,2,3,6,7</td>
<td>C1: Elements 1, 2, 3, 4, 5, 6, 7, 8</td>
<td>C1: Elements 1, 2, 3, 4, 5, 6, 7, 8</td>
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<tr>
<td></td>
<td></td>
<td>C2: Elements 1, 2, 3, 4, 5</td>
<td>C2: Elements 1, 2, 3, 4, 5</td>
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<td></td>
<td></td>
<td>C3: Elements 1, 2, 4, 5</td>
<td>C3: Elements 1, 2, 4, 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C4: Elements 1, 2, 3, 5</td>
<td>C4: Elements 1, 2, 3, 5</td>
</tr>
<tr>
<td>Course content</td>
<td>Module 5</td>
<td>Modules 1, 2, 3, 4 or the same module</td>
<td></td>
</tr>
<tr>
<td>Item type</td>
<td>Word processed product</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Component formats</td>
<td>A statement</td>
<td>Variety of printed forms</td>
<td></td>
</tr>
<tr>
<td>Compulsory components</td>
<td>All components are compulsory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total time allocation</td>
<td>• Writing Project - 20 percent of 150 course design time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total word count</td>
<td>5000 and 8000 words</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required word length allocations</td>
<td>750 – 1000 words</td>
<td>2500 – 4000 words</td>
<td></td>
</tr>
<tr>
<td>Rating allocation</td>
<td>Extended ratings of A+, A-  ..  B+, B, B-  ..  C+, C, C-  ..  t+, t- or z for each Criterion ,1,2,3,4,5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
WRITING FOLIO GUIDELINES

These guidelines provide students, teachers and markers with details about what students have to do for the Writing Folio that forms the external assessment for this course.

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/enw315114-4/).

The TASC Frequently Asked Questions — Externally assessed folios, provides general information for all students and teachers about externally assessed folios, including a how-to guide for submitting folios and a link to the TASC Academic Integrity Guide.

The course Assessment Report addresses issues, strengths and weaknesses about the assessment of the previous year’s folios and should be read in conjunction with the guidelines.

Markers will use marking guidelines to mark the Writing Folio. TASC would strongly encourage teachers to use the marking guidelines to assess the projects internally.

The final Writing Folio must be electronically submitted by the student to their teacher for external assessment.

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 more than a Preliminary Achievement (PA) for this course.

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 named in the Reflective Statement, epigraphs and/or, quotes cited must be referenced in footnotes or in-text and included in a reference list
- the Writing Project must be between 2500 and 4000 words.

What is included in the word count:
All original works
Quotations
Source material
Explanatory Footnotes

What is not included in the word count:
Footnotes (featuring citations only)
In-text citations
Reference list
Works consulted list (expository and journalistic pieces)

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. Therefore, poetry to prose word count can be calculated by totalling the number of lines and multiplying by 20. For longer poems, a total word count may be applied rather than a line
count. The method for calculating the number of words should be included on the cover sheet e.g. poetry count is number of lines x 20 or poetry count is exact word 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
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.

Attachment A lists format requirements for the Writing Folio.

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 the TASC website on the Course page under the Supporting Documents tab.

FORM
The 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
The 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
- each text within the folio should be presented on a new page
- each page must be numbered the total word count for the folio is 5000 - 8000 words.
- there should be one reference list at the end of the folio

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 line with University of Tasmania English Department, MLA8 is the recommended referencing and citation style. If other styles are used this must be clearly indicated on the List of Contents page.

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, foot-noting is an acceptable option to use for an pieces where the flow will be interrupted by in-text referencing and citations. A Reference or Works Cited list must be included. A bibliography alone is not sufficient. As well as the Works Cited list, students are also encouraged to include a Works Consulted list to reveal the extent of their research and the types of works consulted.
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 (either in-text referencing or footnoting as well as Works Cited list).

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 ‘t’ 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 may also refer such a folio to the Marking Co-ordinator as an instance of a possible breach of academic integrity requiring further action under the TASC’s external assessment rule.

ADVICE TO 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 from current and former teachers of English Writing interested in marking the Folio. Markers will be selected from these expressions of interest.

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 ‘t’ 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.
# ATTACHMENT A

## FORMATTING REQUIREMENTS FOR WRITING FOLIO

Correct formatting of individual texts and the final folio are a vital element in the assessment of criterion 1, as well as the overall presentation of your writing for the markers.

### Formatting Guidelines

<table>
<thead>
<tr>
<th><strong>Accuracy</strong></th>
<th>All texts submitted in English Writing should be thoroughly proofread and corrected to ensure they are predominantly free of typographical errors.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Font/size</strong></td>
<td>Size 12 point in clear font such as Times New Roman, Arial, Palatino, Baskerville, Calibri, Helvetica, or Gill Sans MT.</td>
</tr>
<tr>
<td><strong>Margins</strong></td>
<td>2 cm margins should be applied</td>
</tr>
<tr>
<td><strong>Alignment</strong></td>
<td>All texts should be left margin aligned</td>
</tr>
</tbody>
</table>
| **Line spacing** | Prose inclusions should be 1 ½ line spaced  
Poetry texts must be single line spaced, with a line space between stanzas, if applicable. (if an alternative is used, it must be explained in the Reflective Statement). |
| **Titles** | Centre and bold, 14 or 16 point font |
| **Pages** | Each individual text should begin on a new page (insert section break) |
| **Headers and footers** | Insert page numbers in the footer, aligned right insert TASC ID in the header, aligned right, for external folios |
| **Paragraphing** | Block paragraphing (a line space between each paragraph) or indent each new paragraph 1 cm or default 1.27cm tab. Consistent application of either method throughout the folio is essential. |
| **Section breaks** | Section breaks should be used to indicate more significant shifts in scene, time or character with a line break above and below.  
Example: 

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* * *
``` |
| **Word counts** | Include a word count at the end of each text e.g. 470 words. Titles are not included in the word count total, nor are characters' names in scripts |
| **Formatted texts** | Students writing texts such as journalistic articles, blogs, illustrated texts and so on should include a formatted version and plain text version (with in-text referencing as per referencing guidelines where applicable) |
| **Dialogue** | Conventions for dialogue formatting include indented lines for each new speaker, double speech marks to indicate the spoken words, correct punctuation and no line spaces between lines of dialogue. |
| **Referencing** | It is recommended that students use the MLA8 referencing system (as of 2020). MLA8 requires in-text referencing however, footnotes can be used for creative pieces to avoid disruption for the reader (explain this choice in the Reflective Statement). |
| **Unconventional formatting** | Must be explained in the student’s Reflective Statement, outlining the artistic reasons for non-standard choices. Examples might include different font styles or sizes in prose or poetry texts, absence of dialogue punctuation, experimental page layout or paragraphing. |
Sample of Writing Folio Format

The text here should be left aligned and the prose inclusions should be 1 ½ line spaced and poetry texts must be single line spaced, with a line space between stanzas, if applicable.

Don’t forget to indent new paragraphs in prose works (except for the first paragraph and any new paragraphs that start a time shift or new section. Remember all new lines of dialogue must also be indented as below:

“Please do not forget to indent and punctuate your dialogue correct,” the teacher said to the students.

“Do we have to?” they asked.

“If you don’t you will compromise your Criterion 1 results.”

All texts submitted in English Writing should be thoroughly proofread and corrected to ensure they are predominantly free of typographical errors.

*   *   *

When using indented paragraphs, you can indicate a small shift in time with a line space. However, use the above style (*   *   *) to indicate a section break, and remember not to indent this first paragraph after the section break (see the start of this sentence).

Remember your text should be Size 12 point in clear font such as Times New Roman, Arial, Palatino, Baskerville, Calibri, Helvetica, or Gill Sans MT.
Sample 2: Writing Folio Format

This is an example of using block paragraphs. The text here should be left aligned and the Prose inclusions should be 1 ½ line spaced and poetry texts must be single line spaced, with a line space between stanzas, if applicable.

In this form you do not indent new paragraphs as the line space between paragraphs indicates the change of paragraph, however, it is vital to remember that all new lines of dialogue must be indented.

“Please do not forget to correctly indent and punctuate your dialogue,” the teacher said to the students.

“Do we have to?” came their reply.

“If you don’t you will compromise your Criterion 1 results.”

All texts submitted in English Writing should be thoroughly proofread and corrected to ensure they are predominantly free of typographical errors.

*   *   *

Use the above style to indicate a section break..

Remember your text should be Size 12 point in clear font such as Times New Roman, Arial, Palatino, Baskerville, Calibri, Helvetica, or Gill Sans MT.
Sample 3: Formatting poetry

When you format poetry you use single spacing, which is different to the 1 ½ line spacing of this paragraph. You must also leave a line space between stanzas. Your poetry should look like the examples below. If you choose to experiment with the way you set out your poem on the page to emphasise meaning, you must discuss this in your Reflective Statement.

Suite or Collection Title (if applicable)

Poem Title

This is line 1 of a poem.
This is line 2 of a poem.
This is line 3 of a poem.
You can see the poem is in single line spacing.

This is a new stanza and you can see a line space has been left above. When creating poetry consider punctuation carefully. You should be very clear about your punctuation choices in your poem as this has an impact on the rhythm and flow of your verse. Make sure you set out the poem like this example in terms of line spacing.