

Integrated Skills in English Portfolio and Interview

Materials for the Practical Examination

Please find the following documents enclosed:

1. Instructions for teachers and candidates - How to prepare student portfolios
 2. Student portfolio feedback form
 3. Portfolio cover sheet
 4. Problem Script report form - For the examiner
 5. ISE Topic form - ISE 0
 6. ISE Topic form - ISE I
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You may photocopy these documents

Instructions for teachers and candidates

How to prepare student portfolios

The term 'teachers' is used throughout these instructions but should be understood to include any other people supplying guidance to candidates.

Portfolio tasks must be selected from the list provided on the Trinity website. No other tasks can be used. It is important that only those portfolio tasks in the current list are used.

The preparation of student portfolios may be carried out in class or at home, in groups or alone. It can be completed in collaboration with similar groups working elsewhere (e.g. through inter-school projects or online networking). It is a long and continuous activity (between 6-12 weeks) which must be carefully planned in relation to:

- a) the school or training centre's schedule
- b) the dates available for the interview session which includes assessment of the portfolio.

It is not a requirement of the examination that candidates produce a preparatory draft of the portfolio, but they are strongly advised to do so. Preparatory drafts should **not** be included in the final portfolio.

Teachers may assist candidates and groups of candidates in selecting the tasks to present in their portfolios.

Teachers may assist candidates and groups of candidates in managing the time available over the period during which portfolios are prepared.

Teachers should encourage candidates and groups of candidates to prepare more tasks than the three required for submission, and may then assist in the selection of the most appropriate work for submission.

Teachers may discuss the tasks to be completed with candidates and groups of candidates and may suggest ways in which work previously done and any other resources may be exploited.

Candidates may use normal reference sources to check their work, including dictionaries, grammar reference books and/or spelling and grammar-check facilities if they are using word-processing software.

Candidates must be informed of the concept of plagiarism and warned of the consequences of plagiarism and other forms of cheating. If a task is considered to be the result of plagiarism or cheating it will be marked as '**Ungraded**'.

Teachers may make general comments on the quality of one draft only during the preparation period, using the **Portfolio feedback form** (Appendix 13). This can be photocopied, or may be downloaded from Trinity's website, and must be attached to the relevant task in the submitted portfolio.

Teachers must provide feedback on the form provided in the handbook and/or syllabus, but not provide any other form of feedback to candidates on work to be submitted in their portfolios. This is the only form of written feedback that is permitted.

Teachers **must not** correct or comment upon specific points of language or grammar.

Teachers **must not** write on any draft prepared by the candidate, whether it is a preparatory or a final version.

Candidates must present their portfolio in the colour-coded plastic wallet (as supplied by Trinity). The completed Portfolio cover sheet and Portfolio feedback forms must also be included.

Portfolios must be submitted to the teacher at least 24 hours before the examiner's arrival. Candidates must not have access to their portfolios from the time of submitting them to the teacher until after the examiner's departure.

Student portfolio feedback form

Candidate name: ISE 0 ☐ ISE I ☐ ISE II ☐ ISE III ☐ ISE IV ☐

Teacher's signature: Date:

Task: Centre (name or number):

Teachers are strongly recommended to give candidates feedback in the preparation of their portfolios.
Use this form only.

Teachers should complete just one copy of this sheet for each task presented by the candidate. It should be completed by ticking appropriate items in the right-hand column. This sheet must be the only form of feedback between teacher and candidate. When completed, this form should be handed to the candidate. The candidate must ensure that it is attached to the final version and included in the portfolio.

Advice to the student	✓
Task Fulfilment	
Parts of the task have not been completed – look again at the instructions	
The draft does not meet the requirements set – look again at the instructions	
This work does not appear to be entirely your own – you must choose a different task	
You should add some more ideas	
You should give more reasons/opinions	
You should give more description	
You need to rewrite the work with more legible handwriting	
The style/register of your language is not appropriate to the task	
The draft is too long/short – check the word length range	
Organisation	
Your presentation and/or layout need to be improved	
You should check your organisation and/or paragraphing	
You need to add an introduction	
You need to add a conclusion	
Your work contains a lot of repetition	
Grammar	
You need to check the grammar of your work	
You should use a greater range of grammatical structures	
You need to check your word order	
Vocabulary	
You should use a greater range of vocabulary	
You need to check you are using the correct words	
Spelling/Punctuation	
You should check the spellings of words in your work	
You should check and improve the punctuation in your work	

Integrated Skills in English – Portfolio cover sheet

Candidate name:

Candidate number:
(including centre number)

Level: ISE 0 ☐ ISE I ☐ ISE II ☐ ISE III ☐ ISE IV ☐

Task Section	Task Number	Task	Word Count
Section 1 Correspondence			
Section 2 Factual writing			
Section 3 Creative/ descriptive writing (ISE 0, I, II and III) Critical/ analytical writing (ISE IV only)			

Please ensure that these tasks are from the current portfolio task list.

Declaration

I declare to the best of my knowledge that the contents of this portfolio are the work of the candidate named above.

Signed by the candidate's teacher:

Date:

This form must be attached to your portfolio tasks.

Problem Script Report Form (Portfolio)

Please provide the following details regarding the script(s) you are returning to Trinity's Head Office as problematic.

Centre name:..... Centre number:.....

Examiner name:..... Session number:.....

Candidate Name	Candidate Number	ISE Level	Quest. No.	Brief description of problem

For examiner use only (please give this to the examiner when he/she comes to interview your students)

Integrated Skills in English – Topic form ISE 0

Candidate name:

Centre: Session:

Title of topic:

Main points for discussion

1.

2.

3.

4.

The information on this form must be presented to the examiner during the examination.

Integrated Skills in English – Topic form ISE I

Candidate name:

Centre: Session:

Title of topic:

Main points for discussion

1.

2.

3.

4.

The information on this form must be presented to the examiner during the examination.