

## SPANISH SECOND ADDITIONAL LANGUAGE

### A. MEANS OF ASSESSMENT

|                      |           |            |       |
|----------------------|-----------|------------|-------|
| External Examination | Paper I   | 2 hours    | [100] |
|                      | Paper II  | 2 hours    | [100] |
|                      | Oral      | 35 minutes | [100] |
| Internal Assessment  | Portfolio |            | [100] |

**400 marks**

### B. EXAMINATION REQUIREMENTS

**PAPER 1** **2 hours** **[100]**

**SECTION A Reading For Meaning: Unseen texts** **[70]**

This section will comprise two or three authentic texts which can be in prose, visual and/or graphic form. Questions will require a variety of responses in Spanish that may include identifying the main ideas, specific information, opinions, feelings and attitudes expressed in the texts.

Questions will test comprehension only and not the candidates' ability to express themselves. Questions may require candidates to answer in the form of completing tables, true and false questions, ticking boxes, gap-filling, classifying information, or choosing the correct word/option.

Candidates may also be required to formulate short answers, using their own words, in Spanish, but the focus in this paper is on their understanding the given texts and not on formulating own texts.

Questions targeting the language outcome (LO 4) will be included. Candidates will not only require an understanding of the text, but also knowledge of grammar (parts of speech – adjectives, adverbs, pronouns, etc.), punctuation and vocabulary (synonyms/antonyms, matching pairs, explaining in own words, etc).

**SECTION B Prescribed Texts** **[30]**

Questions on the prescribed literary text(s) must be answered in Spanish. While at least one of the questions will relate directly to the prescribed theme(s), other contextual questions will also be set. Questions will target the relevant Assessment Standards, but will not require sophisticated literary analysis.

**PAPER II****2 hours****[100]**

The focus of this paper is on formulating own text; therefore questions should try to avoid an over-emphasis on understanding the given text(s), which is covered in Paper I. Assessment Standards from both LO 3 and LO 4 will be targeted here.

**SECTION A Writing a Descriptive/Narrative Text  
Expressing Opinions, Ideas, and Feelings.**

**[30]**

One or two short texts (not exceeding 300 words in total) will be given as a point of departure. Candidates are required to describe, inform and express their own opinion on the topic of/issues in the given text(s).

Candidates may draw on vocabulary and ideas in the text(s), but must formulate their ideas in their own words. Candidates must not simply recopy portions of the text(s). The candidate's response will be one continuous prose text.

Length: 150 – 200 words.

**SECTION B Writing a Transactional Text/Formulating Information.**

**[30]**

One to three short texts and/or descriptions of situations from daily life will be given. Candidates are required to react in writing to these situation(s): e.g. write a short message/informal letter/e-mail/phone message. The responses will be of a communicative nature.

The candidates are required to write approximately 150 words in total for this section.

**SECTION C Language in context**

**[40]**

Two questions will be set. Two texts (word count not exceeding 350 in total) will be given as a point of departure. Candidates will demonstrate their knowledge of Spanish and its use in context.

In the first question candidates are required to reformulate and present the same information in a different format or from a different point of view, e.g. from a dialogue to a letter; from a newspaper article to a telephone conversation; an account of a given event in reported/indirect speech.

The second question will require candidates to expand short notes into a coherent text.

Length: 100 – 120 words each.

### THE ORAL EXAMINATION COMPRISES FIVE SECTIONS:

1. Four-minute presentation of Spanish-speaking country of own choice. Candidates should include information and comments on contemporary aspects of that country, e.g. geo-political, regional, socio-cultural and/or economic. [20]
2. Two-minute "I Talk" (a presentation – real or fictional– in which candidates talk about themselves) [10]
3. Comprehension questions based on the recorded passage. [20]
4. Role-play based on a given situation or event. [20]
5. Response to comments/questions on one of three prescribed oral texts (see guidelines below). [30]

### ORAL AND AURAL EXAMINATION [100]

The examination comprises 20 minutes preparation followed by a 15 minute oral examination. This examination of candidates' oral and aural proficiency will take place on a date to be determined by the IEB. Candidates should be able to understand and communicate in Spanish.

Candidates will be given 20 minutes to prepare for the oral examination. They will be given a question paper together with a cassette tape/CD or other recording/play-back device by the invigilator on which the passage for comprehension is recorded twice.

- Candidates may use dictionaries and write notes during the preparation period.
- The oral test is then recorded on the same cassette tape, CD or other pre-approved recording device.
- No dictionaries are permitted during the oral test.
- The use of notes written during the preparation period and pre-prepared cue cards is permitted.
- The recording device should not be stopped at any stage during the oral test recording.

### PORTFOLIO [100]

Each candidate must keep a portfolio of written work all of which should be in Spanish and assessed by the teacher. This must include a variety of tasks representative of the candidate's work. Candidates may start work on their portfolios from September of the Grade 11 year, but all work included in the portfolio will be assessed at Grade 12 level.

The portfolio submitted must consist of exactly **ELEVEN** representative pieces of work, all to be written **in Spanish**.

The work must correspond to the following categories:

**SECTION A      Tasks** **[60]**  
**Six tasks must be included in this section**

**FOUR** pieces written under controlled conditions (200-300 words each). These should be done in class but candidates may use dictionaries and texts (authentic documents, literary texts, etc.). These pieces must display the use of a variety of assessment forms. The mark for each piece may vary but must be converted to a final mark out of 10. [4x10=40]

**TWO** pieces of **extended writing** (300-350 words each), of which one must be narrative and one discursive, which should be **edited once** by the candidate. Both the original, with errors underlined and coded but not corrected by the teacher, and the final version, assessed by the teacher, must be submitted. The weighting for this section is 20 marks. [2x10=20]

Of the above, at least **ONE** piece must be based on at least one of the prescribed literary texts and take into consideration one or both prescribed themes (see Paper I requirements and list of prescribed works and themes).

**SECTION B      Tests** **[20]**

- A selection of **3** tests that reflect the assessment required in the final examination (as in Paper I and II). The tests must cover a range of Assessment Standards across the Learning Outcomes. Each test will be marked out of at least 20 marks, but the total weighting of this section is 20 marks.

**SECTION C      Preliminary Examinations** **[20]**

- Both Paper I (LO 2 and LO 4) and Paper II (LO 3 and LO 4) must be included. Each paper is out of 100 marks but the total weighting of this section is 20 marks. [2 x 10]

**For more details**, see the Content section of the Portfolio Guidelines (See page 6).

Each candidate will be required to present his/her portfolio in a special folder for assessment by the teacher and subsequent submission to the IEB for moderation purposes by 31 October each year.

Please note that candidates who do not submit pieces corresponding to the specified categories may be given no marks for this assessment or penalised in other ways at the discretion of the IEB.

1. Schools must certify that all work in each folder is the candidate's own work. This does not imply that all exercises must be done under test conditions or that homework may not be included, only that the school must be confident that the work has not been unduly influenced by others.
2. All work in the folder must be assessed by the teacher and given a mark. It is important to note that the pieces of work in each folder should, as a whole, give a representative picture of the ability, aptitude and application of the candidate.

3. Each candidate will be given a total mark by the teacher, expressed as a percentage. Where, in the opinion of the school, an aggregate mark does not adequately reflect the ability, aptitude and application of the candidate, the school must motivate an alternative mark.
4. In addition to completing the mark sheet provided for each candidate, each school must prepare an overall mark sheet giving the examination number and aggregate mark (%) of each candidate in rank order. This is included in the teachers' portfolio.
5. The IEB will arrange for the moderation of all Portfolios to determine whether the marks submitted for individual candidates or for the group as a whole should be accepted, scaled in some way, or re-marked in their entirety.
6. A teacher's portfolio must be submitted for each centre. It will indicate how the centre tackled the portfolios, e.g. stimulus materials, questions, rubrics, etc.

## **C INTERPRETATION OF REQUIREMENTS**

### **GUIDELINES:**

#### **1. PORTFOLIO**

These guidelines should be read in conjunction with the examination requirements.

##### **1.1 PRESENTATION**

- The mark sheet for Portfolios must be filled in (see Administrative and Support Documentation).
- The cover sheet (see Administrative and Support Documentation) should be filled in for each candidate by the teacher and placed immediately after the mark sheet in the folder.
- The folder submitted should be A4 in size, sturdy, but flat, light and not bulky.
- Work in the learner's portfolio should be neat, legible and written in blue or black ink only. It may be typed or handwritten. All work must be dated.
- There must be adequate margins so that documents are visible **without** being removed from the folders.
- The portfolio is intended to support the teacher's assessment of the candidate's ability in the target language. The teacher must therefore ensure that all categories of work required are correctly represented. Overall, the work in the portfolio should be characteristic of the candidate's general level of competence at the time that the portfolio is presented.
- The teacher must ensure that the same principles are used in selecting work for the portfolio of each candidate. While it is not necessary for samples of the same task to be included in each portfolio, it is important that the same number of pieces of work, with the same weighting, be included for each candidate.
- Pieces of work in each of the required categories should be filed together, with clear dividers between each section, and in the order indicated by the official IEB cover sheet (see Administrative and Support Documentation).
- Candidate's work must be in the target language.

- A teacher's folder, containing a copy of the authentic documents (eg texts, planning schedule of a group of integrated activities, cassettes used for assessment), requirements of each of the assessment tasks, question papers, rubrics/mark allocations and marking memoranda (desired content) should be provided for the guidance of the moderator.
- Each piece must reflect the required standard of work and number of words.
- The instruction for each task must be clearly indicated in front of each piece as well as in the teacher's folder.
- The candidate's examination number must be clearly written on the front of the folder. Candidates' names may appear on the pieces of work included in the folder.
- Please note that no credit will be given for decorated files or work.
- All pieces should be dated and labeled, especially the tests.

## 1.2 CONTENT (of Section A)

Requirements for the SIX pieces of work submitted in Section A of the portfolio:

- At least ONE of the pieces (either a controlled piece or an edited piece) must be based on one or more prescribed literary texts.

### **TASKS (Final tasks done under controlled conditions)**

**[40]**

FOUR of approximately 200 - 300 words each.

[4 x 10 = 40]

- These tasks should integrate all the outcomes and involve the learners in activities around vocabulary building and using language in a variety of ways. As far as possible, the final piece of the task must assess learners in a way that is different from the type of responses that are expected in the external examination. A task that starts with a research activity, continues through some oral activities to a writing activity would be suitable.
- Each must be continuous prose pieces, i.e. not short questions and answers or contextual comprehension type questions.
- Different categories of writing could be submitted, i.e. friendly letters; formal letters; dialogues; faxes; stories; responses to authentic documents; texts; photos; cartoons; advertisements.
- The final activity (each task that will appear in the portfolio) may not be edited/re-copied.

### **EXTENDED WRITING/EDITED PIECES**

**[20]**

TWO edited pieces of approximately 300-350 words each.

[2 x 10 = 20]

- ONE piece must be NARRATIVE, e.g. story, dialogue, letter, diary, etc.
- The other piece must be DISCURSIVE. The candidate must put forward an opinion, argue a point of view, or discuss an issue. This may take the form of a dialogue, letter, article, discussion, etc.

- ONE piece could use an "authentic document" as a point of departure. The stimulus must be submitted with the learner's two versions. (The "authentic document" may, for example, have been discussed in class or used as a comprehension, and then topics set on the issues it raises. It could be a literary text.)
- Each piece must be edited ONCE ONLY by the candidate. Errors in the first draft should be underlined and coded by the teacher/peers, but NOT corrected. The candidate then must submit the original and the edited final version. Only the final version is assessed in full by the teacher.
- The teacher must indicate a symbol on the first draft. Both the first draft and the final version MUST be submitted. (Maximum of one preliminary draft.)

### **General comment on pieces that use a literary text as a point of departure:**

- The level of questioning and expectation should be appropriate to the candidates' ability to express themselves in Spanish (recognition, identification and response to character, plot and theme, NOT literary analysis). While the objective of including literature is still to enrich candidates' experience of the language and culture, the task should focus on their ability to communicate in Spanish.
- Assessment should take ideas and expression into account.

### **1.3 PRESCRIBED THEMES**

Candidates MUST study the TWO prescribed themes related to the prescribed literary texts. These texts will be examined in Paper I.

The teaching and learning of Spanish, in this case as a Second Additional Language, is text and themes based. In the case of the prescribed themes, however, the purpose of this study is:

- to introduce candidates to the richness of the literature of the target language;
- to demonstrate links between the literature and the culture/country/context of the language;
- to give the learners the necessary vocabulary and language structures needed to discuss the issues contained in the themes;
- to broaden their base for oral conversation and discussion, with positive spin-offs for the written work.

### **1.4 ASSESSMENT**

#### **General points**

Teachers should file and keep all work set and marked throughout the year. The original work should be submitted as is. Candidates **should not make a fair copy** of test pieces or of the final version of edited pieces.

Teachers would be well advised to set assignments like more general essays in the second half of the Grade 12 year.

## Recording the marks

Each mark for a piece of work in the Portfolio should be converted if necessary so that the final mark included in the portfolio total is also reflected on the task, making it possible to deal with a total of 100 for the whole portfolio. These converted marks must be realistic. (For example, 16 out of 20 means that the piece is worth an "A", and is not merely a rounded up "B").

The marks for the pieces included in the portfolio must be recorded on the mark sheet provided, according to the instructions which accompany it (see Administrative and Support Documentation). If, in an exceptional case, the mark derived for a particular candidate does not reflect a true assessment, the teacher may motivate a different mark. This cover sheet must be countersigned by the principal.

## Moderation of portfolio

The purpose of the moderation is to ensure that the prescriptions of the syllabus and examination requirements have been followed and that standards are similar across different schools.

The portfolio must be submitted to the IEB for moderation by 31 October each year. The portfolios of all candidates of Spanish are required to go to the moderation committee for moderation.

## 2. GUIDELINES: SPANISH ORAL AND AURAL EXAMINATION

### MARK ALLOCATION

|                  |
|------------------|
| <b>100 marks</b> |
|------------------|

1. **Presentation of a Spanish-speaking country of candidate's own choice.** [20]
  - This is a prepared speech. Candidates may use cue cards for main points, but not a script of their presentation.
  - Candidates should endeavour to make this a lively and interesting presentation, by providing their personal opinions or comments as well as factual information.

The following criteria will be used for evaluating the candidates' presentation:

| <b>Rating Code</b> | <b>Description</b>   | <b>Marks %</b> |
|--------------------|--|----------------|
| 7                  | Clearly expressed, accurate, to the point, fluent; very effective vocabulary; hardly any language errors. Interested and interesting; very well organised and structured presentation. | 80 – 100       |
| 6                  | Competent use of vocabulary; few language errors, most of the times fluent. Well organised and structured presentation.  | 70 – 79        |
| 5                  | Can communicate effectively, despite some errors. Slight hesitation during presentation. Good organisation and structure of presentation.  | 60 – 69        |
| 4                  | Can communicate reasonably effectively, despite several language errors. Some hesitation in presentation. Fair organisation and structure of presentation                              | 50 – 59        |
| 3                  | Can at times communicate fairly comprehensibly, despite many language errors. Frequently hesitant during presentation. Fair organisation and structure of presentation.                | 40 - 49        |
| 2                  | Slow and laboured presentation. Few full sentences, with gross language errors, but some basic communication. Poor organisation and structure of presentation.                         | 30 – 39        |
| 1                  | Almost no coherence to presentation. Meaning impeded by constant errors and hesitation. So many mistakes that comprehension is impossible. Frequent use of home language or LoLT.      | 0 - 29         |

2. **"I Talk" (presentation - real or fictional – in which candidates talk about themselves)** [10]

- This is a prepared speech. Candidates may use cue cards for main points, but not a script of their presentation.

The following criteria will be used for evaluating the candidates' presentation:

| <b>Rating Code</b> | <b>Description</b>  | <b>Marks %</b> |
|--------------------|---|----------------|
| <b>7</b>           | Outstanding pronunciation, intonation and fluency; hardly any language errors; very well organised and structured presentation with excellent communication.  | 80-100         |
| <b>6</b>           | Very good pronunciation and fluency; makes a good attempt at correct intonation and expression; few language errors; well organised and structured presentation with very good communication.                             | 70-79          |
| <b>5</b>           | Good pronunciation and fluency; makes a fair attempt at correct intonation and expression; some mistakes and/or hesitation; fairly well organised and structured presentation with good communication.                    | 60-69          |
| <b>4</b>           | A fair degree of fluency and accuracy in pronunciation; several errors and/or hesitation; some attempt at intonation, expression and communication; fair organisation and structure of presentation.                      | 50-59          |
| <b>3</b>           | Lacks fluency; very many errors; pronunciation influenced by the home language; communication breaks down in places, but the learner struggles and keeps going; an attempt at organisation and structure of presentation. | 40-49          |
| <b>2</b>           | Very poor; many gross errors; frequently incomprehensible; very little communication; poor organisation and structure of presentation.  | 30-39          |
| <b>1</b>           | Almost no coherence to presentation. So many gross errors that comprehension is impossible. Frequent use of home language or LOLT.  | 0-29           |

### **3. Listening Comprehension**

[30]

- The passage will be heard twice on the recording device.
- Questions will require short answers, true/false statements, matching facts and such like, but candidates will be required to answer in full sentences.

The following criteria will be used for evaluating the candidates' answers/comments:

| <b>Rating Code</b> | <b>Description</b>   | <b>Marks %</b> |
|--------------------|--|----------------|
| 7                  | Complete understanding of the passage; clearly expressed answers/comments, accurate, to the point, fluent; very effective vocabulary; hardly any language errors.                            | 80 – 100       |
| 6                  | Very good understanding of the passage; fluent and accurate answers/comments; competent use of vocabulary; few language errors.  | 70 – 79        |
| 5                  | Good understanding of the passage; effective answers/comments, despite some errors; slight hesitation.   | 60 – 69        |
| 4                  | Reasonable understanding of the passage; answers/comments mostly comprehensible, despite several errors; some hesitation.  | 50 – 59        |
| 3                  | Fair understanding of the passage; answers/comments comprehensible, despite many errors; frequently hesitant.  | 40 - 49        |
| 2                  | Poor understanding of the passage; answers/comments not always comprehensible; many gross errors; often does not understand questions.   | 30 – 39        |
| 1                  | No understanding of the passage; answers/comments incomprehensible; does not understand questions; meaning impeded by constant errors and hesitation; frequent use of home language or LoLT. | 0 - 29         |

#### **4. Role Play based on a given situation**

[20]

- Candidates will prepare their role play during the preparation period and may use cue cards, but not a script of their role play.
- The given situation will be chosen from ONE of FIVE situations sent to schools by the IEB.

The following criteria will be used for evaluating role play:

| <b>Rating Code</b> | <b>Description</b>  | <b>Marks %</b> |
|--------------------|---|----------------|
| <b>7</b>           | Outstanding pronunciation, intonation and fluency; an occasional slight mistake or hesitation; but excellent communication.                                     | 80-100         |
| <b>6</b>           | Very good pronunciation and fluency; makes a good attempt at correct intonation and expression; some mistakes, but very good communication.                     | 70-79          |
| <b>5</b>           | Good pronunciation and fluency; makes a fair attempt at correct intonation and expression; several mistakes and/or hesitation, but good communication.          | 60-69          |
| <b>4</b>           | A fair degree of fluency and accuracy in pronunciation; quite a number of errors; some attempt at intonation, expression and communication.                     | 50-59          |
| <b>3</b>           | Lacks fluency; very many errors; pronunciation influenced by the home language; communication breaks down in places, but the learner struggles and keeps going. | 40-49          |
| <b>2</b>           | Very poor; many gross errors; frequently incomprehensible; very little communication.   | 30-39          |
| <b>1</b>           | Incomprehensible.   | 0-29           |

**5. Response to comments/questions on ONE of three prescribed texts. [30]**

- The IEB will send schools THREE written texts each year. Candidates must prepare all of these, from which the examiner will select ONE for candidates' response.
- The candidate must introduce the text, and, through his/her response to comments and questions on the question paper, demonstrate an understanding of the text and be able to express an opinion on the subject matter, and on related issues.

The following criteria will be used for evaluating the candidates' response:

| <b>Rating Code</b> | <b>Description</b>  | <b>Marks %</b> |
|--------------------|---|----------------|
| 7                  | Clearly expressed, accurate, to the point, fluent; very effective vocabulary; hardly any language errors. Interested and interesting.   | 80 – 100       |
| 6                  | Competent use of vocabulary; few language errors, most of the times fluent.   | 70 – 79        |
| 5                  | Can communicate effectively, despite errors. Responses given, but with slight hesitation.   | 60 – 69        |
| 4                  | Can communicate reasonably effectively, despite errors. Responses show some hesitation.   | 50 – 59        |
| 3                  | Can at times communicate fairly comprehensibly, despite errors. Frequently hesitant in responses.   | 40 - 49        |
| 2                  | Slow and laboured attempt at responses. Often does not understand questions. Few full sentences, but some basic communication.  | 30 – 39        |
| 1                  | Does not understand questions. Almost no full sentences. Meaning impeded by constant errors and hesitation. So many mistakes that communication is broken. Frequent use of home language or LoLT. | 0 - 29         |

## **EVALUATION OF ORAL EXAMINATION**

Schools will send the oral test cassette tapes/CDs or other pre-approved recording device to the IEB which will forward them to the Examiner for marking. The Moderator will in turn assess this marking for fairness and accuracy.

### **D. ADMINISTRATIVE AND SUPPORT DOCUMENTATION**

1. Portfolio cover sheet with declaration
2. IEB portfolio rank order mark sheet
3. IEB Oral Moderation rank order mark sheet
4. Selected themes and literary texts (if applicable)
5. Generic document on rich tasks
6. Assessment Design and Reporting Levels
7. Learning Outcomes and Assessment Standards for Grade 12 from NCS
8. Cluster moderation sheets

1. PORTFOLIO COVER SHEET WITH DECLARATION



**NATIONAL SENIOR CERTIFICATE EXAMINATION  
NON OFFICIAL LANGUAGES  
SPANISH SECOND ADDITIONAL LANGUAGE  
PORTFOLIO COVER SHEET**

NAME OF CANDIDATE: \_\_\_\_\_

EXAMINATION NUMBER:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|   |   | Possible Mark | Actual Mark |
|---|---|---------------|-------------|
| <b>SECTION A</b><br>1. Tasks under controlled conditions<br>(200 – 300 words) | 1 |               |             |
|   | 2 |               |             |
|   | 3 |               |             |
|   | 4 |               |             |
| <b>TOTAL FOR THIS SECTION</b>   |   | 40            |             |
| 2. Extended writing<br>(250 – 350 words)                                      | 1 |               |             |
|   | 2 |               |             |
| <b>TOTAL FOR THIS SECTION</b>   |   | 20            |             |
| <b>SECTION B</b><br>Tests   |   |               |             |
|   | 1 |               |             |
|   | 2 |               |             |
|   | 3 |               |             |
| <b>TOTAL FOR THIS SECTION</b>   |   | 20            |             |
| <b>SECTION C</b><br>Preliminary examinations                                  | 1 | 100           |             |
|   | 2 | 100           |             |
| <b>TOTAL FOR THIS SECTION</b>   |   | 20            |             |
| <b>TOTAL</b>  |   | 100           |             |

I certify that all the work in this portfolio is the candidate’s own work.

Signature of Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

I certify that all the work in this portfolio is my own work.

Signature of Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

2. IEB PORTFOLIO RANK ORDER MARK SHEET



**NATIONAL SENIOR CERTIFICATE EXAMINATION  
NON OFFICIAL LANGUAGES  
SPANISH SECOND ADDITIONAL LANGUAGE  
PORTFOLIO RANK ORDER MARK SHEET**

CENTRE NO

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|

**CANDIDATES LISTED IN RANK ORDER OF MARKS (HIGHEST TO LOWEST)**

|    | EXAMINATION NUMBER |  |  |  |  |  |  |  |  |  |  | MARK - 100 |
|----|--------------------|--|--|--|--|--|--|--|--|--|--|------------|
| 1  |                    |  |  |  |  |  |  |  |  |  |  |            |
| 2  |                    |  |  |  |  |  |  |  |  |  |  |            |
| 3  |                    |  |  |  |  |  |  |  |  |  |  |            |
| 4  |                    |  |  |  |  |  |  |  |  |  |  |            |
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| 9  |                    |  |  |  |  |  |  |  |  |  |  |            |
| 10 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 11 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 12 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 13 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 14 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 15 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 16 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 17 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 18 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 19 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 20 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 21 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 22 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 23 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 24 |                    |  |  |  |  |  |  |  |  |  |  |            |
| 25 |                    |  |  |  |  |  |  |  |  |  |  |            |

3. IEB ORAL MODERATION RANK ORDER MARK SHEET



**NATIONAL SENIOR CERTIFICATE EXAMINATION  
NON OFFICIAL LANGUAGES  
SPANISH SECOND ADDITIONAL LANGUAGE  
ORAL ASSESSMENT**

CENTRE NO

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**CANDIDATES LISTED IN RANK ORDER OF MARKS (HIGHEST TO LOWEST)**

|    | EXAMINATION NUMBER |  |  |  |  |  |  |  |  |  |  | MARK - 100 |  |
|----|--------------------|--|--|--|--|--|--|--|--|--|--|------------|--|
| 1  |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 2  |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 3  |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 4  |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 5  |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 6  |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 7  |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 8  |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 9  |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 10 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 11 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 12 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 13 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 14 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 15 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 16 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 17 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 18 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 19 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 20 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 21 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 22 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 23 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 24 |                    |  |  |  |  |  |  |  |  |  |  |            |  |
| 25 |                    |  |  |  |  |  |  |  |  |  |  |            |  |

4. SELECTED THEMES AND LITERARY TEXTS (IF APPLICABLE)



NATIONAL SENIOR CERTIFICATE EXAMINATION  
NON OFFICIAL LANGUAGES  
SPANISH SECOND ADDITIONAL LANGUAGE

**A. THEMES**

The following TWO themes will be studied:

- 1. **Prescribed theme** (indicate the theme prescribed by the IEB):

\_\_\_\_\_

- 2. **Selected theme** (indicate the theme selected by the teacher):

\_\_\_\_\_

**AND**

**B. LITERATURE TEXTS**

(Indicate the literary texts chosen by the teacher, relating to the selected theme.)

The following PLAY or NOVEL has been selected.

\_\_\_\_\_

—

**OR**

The following TWO SHORT STORIES and THREE poems have been selected:

Short stories:

1. \_\_\_\_\_

2. \_\_\_\_\_

Poems:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## 5. GENERIC DOCUMENT ON RICH TASKS



**NATIONAL SENIOR CERTIFICATE EXAMINATION  
NON OFFICIAL LANGUAGES  
SPANISH SECOND ADDITIONAL LANGUAGE**

**RICH TASKS**

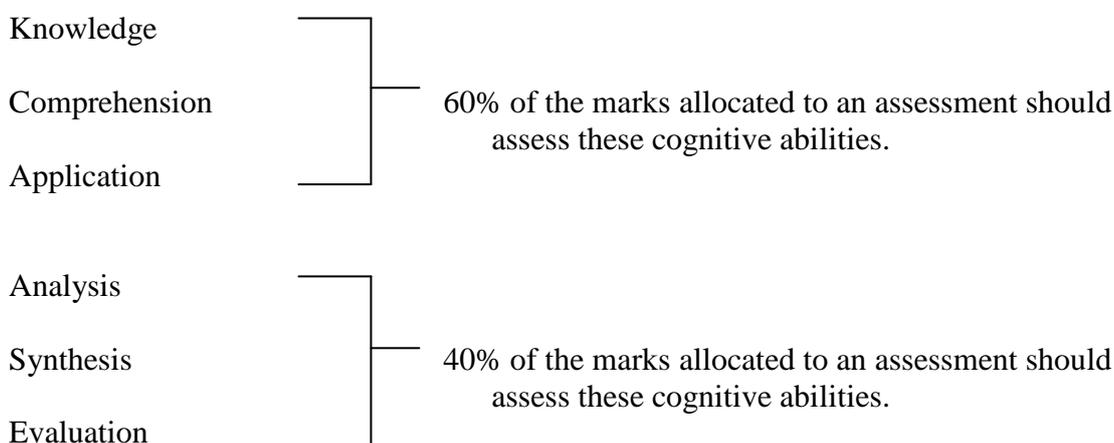
The portfolio requirements of both the GET and FET see a reduction in the number of portfolio pieces but an increase in the rigour required – a less is more approach. The portfolio pieces that are not examination or test oriented, should be rich.

**What do we mean by rich tasks?**

1. Tasks that assess a cluster of Assessment Standards  
They should assess a meaningful chunk of the qualification, either deeply in one Learning Outcome or broadly across Learning Outcomes.
2. Tasks that require an integration of knowledge, skills, attitudes and values  
They should require learners to use knowledge, skills, attitudes and values learned over time in an integrated way in an applied context.
3. Tasks that make use of unfamiliar/unrehearsed contexts  
Learners should be required to demonstrate applied competence, i.e. transfer their learning gained over time into new situations. These new contexts should be:
  - real life
  - relevant and appropriate to the age group
  - present a problem or scenario or issue with which the learners have to engage
  - allow assessment of process as well as product
  - encourage metacognition (awareness of the process of learning)
  - cater for all levels of cognitive ability

**SETTING TO COGNITIVE LEVELS**

Portfolio tasks should be set with the following in mind:



## 6. ASSESSMENT DESIGN AND REPORTING LEVELS

**BLOOM'S TAXONOMY OF EDUCATIONAL OBJECTIVES (ADAPTED BY THE IEB)**

| Level | Description          | Explanation   | Skills demonstrated   | Action verbs   |
|-------|----------------------|---|---|--|
| 7     | Evaluation           | Making judgments based on certain criteria  | Compare and discriminate between ideas; assess value of theories, presentations; make choices based on reasoned arguments; verify value of evidence; recognize subjectivity | Assess, decide, rank, grade, test, measure, recommend, convince, select, judge, explain, discriminate, support, conclude, compare, summarize, critique, interpret, justify.                  |
| 6     | Synthesis            | The ability to put elements together to form a new whole  | Use old ideas to create new ones, generalize from given facts, relate knowledge from several areas, predict, draw conclusions   | Combine, integrate, modify, rearrange, substitute, plan, create, design, invent, what if? Compose, formulate, prepare, generalize, rewrite, categorize, combine, compile, reconstruct        |
| 5     | Analysis             | The ability to break down a whole into its component parts. Elements embedded in a whole are identified and the relations among the elements are recognised | Seeing patterns, organization of parts, recognition of hidden meanings, identification of components.   | Analyse, separate, order, explain, connect, classify, arrange, divide, compare, select, infer, break down, contrast, distinguish, diagram, illustrate  |
| 4     | Application          | The ability to use (or apply) information in new situations   | Use information, use methods, concepts, theories in new situations, solve problems using required skills or knowledge   | Apply, demonstrate, calculate, complete, illustrate, show, solve, examine, modify, relate, change, classify, experiment, discover, construct, manipulate, prepare, produce                   |
| 3     | Comprehension        | First level of understanding, recall and understand information, describe meaning   | Understanding information, grasp meaning, translate knowledge into new context, interpret facts, compare, contrast, order, group, infer causes, predict consequences        | Summarise, describe, interpret, contrast, predict, associate, distinguish, estimate, differentiate, discuss, extend, comprehend, convert, defend, explain, generalize, give example, rewrite |
| 2     | Knowledge            | Act of remembering facts. Only recall   | Observation and recall of information   | List, define, tell, describe, identify, show, know, label, collect, select, reproduce, match, recognize, examine, tabulate, quote, name  |
| 1     | Fragmented knowledge | Recalls knowledge with errors   | Unable to recall accurately or coherently; partial recall   | -  |

## 7. LEARNING OUTCOMES AND ASSESSMENT STANDARDS FOR GRADE 12 FROM NCS



**NATIONAL SENIOR CERTIFICATE EXAMINATION  
NON OFFICIAL LANGUAGES  
SPANISH SECOND ADDITIONAL LANGUAGE  
ASSESSMENT STANDARDS**

**LEARNING OUTCOME 1****LISTENING AND SPEAKING**

**The learner is able to listen and speak for a variety of purposes, audiences and contexts.**

We know this when the learner is able to:

- demonstrate knowledge of different forms of oral communication for social purposes:
  - comment on experiences, defend a position, make prepared and unprepared responses and tell a story;
  - initiate and sustain a conversation;
  - give and follow directions and instructions with accuracy;
  - interact actively in group discussions by expressing own ideas and opinions and listening to and respecting those of others, while engaging with a range of familiar issues;
  - make a short prepared speech or presentation.
- demonstrate planning and research skills for oral presentations
  - research a familiar topic by referring to a range of sources;
  - organise a range of material coherently by choosing main ideas and relevant details or examples for support;
  - identify and choose appropriate vocabulary, language structures and formats;
  - prepare effective introductions and endings;
  - incorporate appropriate visual, audio and audio-visual aids such as charts, posters, photographs, slides, images, music, sounds and electronic media.
- demonstrate the skills of listening to and delivery of fluent oral presentations:
  - use familiar rhetorical devices such as rhetorical questions, pauses and repetition;
  - use tone, voice projections, pace, eye contact, posture and gestures correctly and respond appropriately;
  - pronounce words without distorting meaning;
  - demonstrate comprehension of oral texts by making notes, checklists and summaries and/or by retelling and explaining main and supporting ideas;
  - listen critically and respond to different straightforward questions for clarification.
- demonstrate critical awareness of language use in oral situations:
  - use appropriate style and register to suit purpose, audience and context;
  - distinguish between facts and opinions;
  - comment on language use and motivate with evidence;
  - recognise the relationship between language and culture;
  - recognise and challenge emotive and manipulative language such as in propaganda and advertising.

## LEARNING OUTCOME 2

### READING AND VIEWING

**The learner is able to read and view for understanding and to evaluate critically and respond to a wide range of texts.**

We know this when the learner is able to:

- demonstrate various reading and viewing strategies for comprehension and appreciation:
  - ask questions to make predictions;
  - skim texts for information by reading titles, introductions, first paragraphs and introductory sentences of paragraphs;
  - scan a range of texts for specific information;
  - read fluently according to purpose and task;
  - summarise main ideas in point form, sentences and paragraphs;
  - work out the meaning of unfamiliar words and/or images in familiar contexts by using knowledge of grammar, contextual clues, sound, colour, design and by using the senses;
  - reread, review and revise to promote understanding
  
- explain the meaning of a range of written, visual and audio-visual texts:
  - find information and detail in texts;
  - explain the writer's/narrator's/character's viewpoint and give some supporting evidence from the text;
  - explain rhetorical and figurative devices such as metaphor, symbol, simile and contrast and how they affect meaning;
  - explain the writer's conclusions and compare with own;
  - interpret a range of familiar graphic texts;
  - give and motivate personal responses to texts.
  
- recognise how language and images may reflect and shape values and attitudes in texts:
  - explain socio-cultural/political values, attitudes and beliefs such as attitudes towards gender, class, age, power relations, human rights and environmental issues;
  - explain ideas and themes.
  
- explore key features of texts and explain how they contribute to meaning (these features should never be dealt with in isolation):
  - \* transactional and creative texts:
    - identify and explain the purpose, structure and language use in texts such as reports, retelling, descriptions, expositions and explanations.
  - \* literary texts:
    - explain development of plot, sub-plot and character;
    - interpret messages and themes and their significance in the text as a whole;
    - explain how background and setting relate to character and/or theme;
    - interpret word choices, imagery and sound devices;
    - explain how rhyme, rhythm and punctuation affect meaning;
    - explain the use of dialogue and action.
  - \* visual, audio and multi-media texts:
    - explain the basic visual, audio and audio-visual techniques such as the use of colour, subtitles, music, sound, lighting and camera techniques.

## LEARNING OUTCOME 3

### WRITING AND PRESENTING

**The learner is able to write and present for a wide range of purposes and audiences using conventions and formats appropriate to diverse contexts.**

We know this when the learner is able to:

- demonstrate planning skills for writing for a specific purpose, audience and context:
  - explain the requirements of a selected range of tasks;
  - identify the target audience and the specific purpose such as narrating, explaining, informing, describing, manipulating;
  - identify and explain types of texts to be produced such as imaginative, informational, creative, transactional and multi-media texts;
  - decide on and apply the appropriate style and format of texts effectively;
  - research topics from a variety of sources and record findings;
  - locate, access, select, organise and integrate relevant information from a variety of sources;
  - develop and organise ideas by using techniques such as mind maps, diagrams, lists of key words and flow-charts with coherence;
  - use a range of visual and design elements appropriately
  
- demonstrate the use of writing strategies and techniques for first drafts:
  - use main and supporting ideas from the planning process effectively;
  - identify and use appropriate figurative language, words, descriptions, colour, placement and sound;
  - use a variety of sentence types, and sentences of different lengths and structures;
  - use paragraph conventions such as topic sentences, introduction and ending and logical progression of paragraphs to improve coherence;
  - use conjunctions, pronouns and adverbs to improve cohesion.
  
- reflect on own work, considering the opinion of others, redraft and present final product:
  - use set criteria to reflect on own and others' writing;
  - improve coherence and cohesion in overall structure;
  - consider whether content, style, register and effects are appropriate to purpose, audience and context;
  - sustain own point of view competently;
  - refine word choice, sentence and paragraph structure and eliminate obvious errors and offensive language;
  - show sensitivity to human rights, social, cultural, environmental and ethical issues;
  - prepare a final draft by proofreading and editing;
  - present final product paying attention to appropriate presentation style such as a neatly presented text or a striking, colourful poster.

## LEARNING OUTCOME 4

### LANGUAGE

**The learner is able to use learner structures and conventions appropriately and effectively.**

We know this when the learner is able to:

- identify and explain the meanings of words and use them correctly in a range of texts:
  - spell commonly used words correctly;
  - keep a personal spelling list;
  - use common abbreviations correctly;
  - use dictionaries and the thesaurus to find meanings of words;
  - use gender, plurals and diminutives of nouns correctly;
  - use the comparative and superlative degrees of adjectives and adverbs correctly
  - use complex (root and prefix and/or suffix) compound words (combination of words) correctly;
  - use polysemes, homophones, homonyms, synonyms, antonyms and one word for a phrase.
  
- use structurally sound sentences in a meaningful and functional manner:
  - use verb forms and auxiliaries to express tense and mood accurately in different contexts;
  - use negative forms correctly;
  - use subject, object and predicate correctly;
  - use word order correctly;
  - use simple sentences correctly and construct acceptable compound and complex sentences by using clauses, phrases, pronouns and conjunctions;
  - use and recognise different sentence types such as statements, questions, commands and instructions;
  - use active and passive voice for appropriate purposes and understand how voice can change meaning;
  - use direct and indirect speech correctly and for required effect;
  - use concord correctly;
  - use punctuation correctly and for a range of purposes such as to clarify meaning, show grammatical relationships and add emphasis;
  - use determiners and prepositions correctly.
  - use personal, relative, possessive and interrogative pronouns accurately;
  - use figurative language such as idioms, idiomatic expressions, proverbs appropriately;
  - translate short paragraphs from target language into home language and vice versa.
  
- develop critical language awareness:
  - Explain and use words with different connotations;
  - Explore how hidden messages, values and attitudes in texts reflect the position of the speaker/receiver/reader/viewer;
  - Identify and challenge bias and stereotyping, emotive, persuasive, manipulative and insensitive language.

## 8. CLUSTER MODERATION SHEETS



**SECOND ADDITIONAL LANGUAGE: GRADE 12 PORTFOLIOS  
NATIONAL/CLUSTER MODERATION CHECKLIST: LEARNER'S  
PORTFOLIO**

**Examination Centre :** \_\_\_\_\_ **Name of School :** \_\_\_\_\_

**Province:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

*Comments on particular numbers may be made overleaf.*

| <b>GENERAL ADMINISTRATION / PRESENTATION</b> |  | <b>YES</b> | <b>NO</b> |
|--|--|------------|-----------|
| 1  | IEB Cover Sheet – marks converted & totalled accurately?           |            |           |
| 2  | IEB Cover Sheet – signed by teacher & candidate?                   |            |           |
| 3  | File dividers for each section?                                    |            |           |
| 4  | Correct number of tasks in each section (4 + 2 + 3 + 2 = 11)?      |            |           |
| 5  | Tasks filed in order of cover sheet?                               |            |           |
| 6  | Requirements (questions/essay titles/etc.) filed before each task? |            |           |
| 7  | Candidate's work all dated?  |            |           |
| 8  | Portfolio easy to read (margins/no pockets or clips to undo/etc.)? |            |           |

| <b>CONTENTS : SECTION A (Controlled/Edited Pieces)</b> |   | <b>YES</b> | <b>NO</b> |
|--|---|------------|-----------|
| 9  | At least one task based on literature from chosen second theme?     |            |           |
| 10   | At least one other task based on an authentic text (could be lit.)? |            |           |
| 11   | All continuous prose pieces (no short questions & answers)?         |            |           |
| 12   | Tasks different from those in final external examinations?          |            |           |
| 13   | Different categories of writing (letters/responses to texts/etc.)?  |            |           |
| 14   | Controlled pieces : all 200-300 words?                              |            |           |
| 15   | Edited pieces : all 250-350 words?                                  |            |           |
| 16   | Edited pieces : one Narrative & one Discursive?                     |            |           |
| 17   | Edited pieces : draft (only one) plus final version submitted?      |            |           |
| 18   | Edited pieces : draft coded (not corrected), with initial symbol?   |            |           |
| 19   | Edited pieces : final version assessed in relation to draft?        |            |           |

| <b>CONTENTS : SECTION B (Tests)</b> |  | <b>YES</b> | <b>NO</b> |
|-------------------------------------|--|------------|-----------|
| 20                                  | Tests reflect sections of final external examinations? |            |           |
| 21                                  | Each test marked out of at least 20?                   |            |           |

| <b>CONTENTS : SECTION C (Preliminary/Trials Examinations)</b> |   | <b>YES</b> | <b>NO</b> |
|---|---|------------|-----------|
| 22  | Examinations set according to IEB (NSC) criteria? |            |           |
| 23  | Both Paper 1 & Paper 2 included?                  |            |           |

| <b>ASSESSMENT (GENERAL)</b> |  | <b>YES</b> | <b>NO</b> |
|-----------------------------|--|------------|-----------|
| 24                          | Level of questioning/expectation appropriate to 2 <sup>nd</sup> Add. Language? |            |           |
| 25                          | Assessment criteria clear & applied (e.g. rubrics/mark allocations)?           |            |           |
| 26                          | Both ideas & expression taken into account?                                    |            |           |
| 27                          | Assessment visible (corrections/comments/marks)?                               |            |           |
| 28                          | Marks still accurate after mathematical conversion (really A/B/etc.)?          |            |           |
| 29                          | Evidence of internal moderation where more than one teacher?                   |            |           |
| 30                          | Level of assessment valid in relation to other centres? (high?/low?)           |            |           |

**COMMENTS :** \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Name of Moderator :** \_\_\_\_\_

**Signature of Moderator :** \_\_\_\_\_ **Date :** \_\_\_\_\_



**SECOND ADDITIONAL LANGUAGE: GRADE 12 PORTFOLIOS**  
**NATIONAL MODERATION CHECK LIST: EDUCATOR'S**  
**PORTFOLIO**

**Examination Centre :** \_\_\_\_\_ **Name of School :** \_\_\_\_\_

**Province:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

*Comments on particular numbers may be made overleaf.*

| <b>GENERAL ADMINISTRATION / PRESENTATION</b> |   | <b>YES</b> | <b>NO</b> |
|--|---|------------|-----------|
| 1  | Contents page?  |            |           |
| 2  | File dividers for each section?                                     |            |           |
| 3  | Rank order list of all candidates (indicating different teachers)?  |            |           |
| 4  | IEB lists of candidates for moderation (cluster/final)?             |            |           |
| 5  | Correct learner portfolios presented for moderation?                |            |           |
| 6  | List of literature (& other material) used for chosen second theme? |            |           |

| <b>TASKS (GENERAL)</b> |  | <b>YES</b> | <b>NO</b> |
|------------------------|--|------------|-----------|
| 7                      | Correct number of tasks set for each section (minimum 4/2/3/2=11)? |            |           |
| 8                      | Copies of all tasks set in each section?                           |            |           |
| 9                      | Copies of all stimulus materials / authentic texts used for tasks? |            |           |
| 10                     | Requirements for all tasks clear?                                  |            |           |
| 11                     | A variety of tasks covering NSC requirements?                      |            |           |

| <b>ASSESSMENT (GENERAL)</b> |   | <b>YES</b> | <b>NO</b> |
|-----------------------------|---|------------|-----------|
| 12                          | Assessment criteria for all tasks clear & varied?                     |            |           |
| 13                          | Copies of rubrics/marking memoranda/etc. for each task?               |            |           |
| 14                          | Both ideas & expression taken into account in criteria?               |            |           |
| 15                          | Evidence of internal moderation where more than one teacher?*         |            |           |
| 16                          | Level of assessment valid in relation to other centres? (high?/low?)* |            |           |
| 17                          | Full range of marks used (as appropriate)?*                           |            |           |

*\*To be completed after moderating learner portfolios*

**COMMENTS :** \_\_\_\_\_  
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**Name of Moderator :** \_\_\_\_\_

**Signature of Moderator :** \_\_\_\_\_ **Date :** \_\_\_\_\_