

# Student Checklist Form - GCSE Controlled Assessments

Unit	Please tick
Speaking	
Writing	
<u>Language:</u>	

Name:	Date
<u>Student's signature</u>	
<u>Teacher's signature</u>	

This form should be used in conjunction with the *Candidate Notes Forms* for Speaking and Writing. It supports students as they prepare for assessment and also enables teachers to ensure that students understand task requirements. Students may use this tick-box form to review their prepared notes with their teacher but **teachers must not provide any task-specific feedback on student-produced language**. The shaded boxes refer to any preparatory work/draft undertaken in addition to candidate notes (thirty words) and must only be checked by students.

Your plan:	Student	Teacher
• is no more than 30 words (and no more than 5 small drawings)		
• does not include 'coding'		
• is written in bullet point or mind map format		
Proposed work (as indicated on the Notes Form) fully addresses the task:		
• all required parts/bullet points (if appropriate) are covered		
• content is relevant		
• variety of different structures and vocabulary used		
• different tenses or time frames included (as appropriate)		
• key vocabulary identified and researched		
• descriptions given (if appropriate)		
• opinions/reasons given (if appropriate)		

## Writing specific

Your plan:	Student	Teacher
• includes an introduction		
• includes a conclusion		

Preparatory work. Have you checked	Student	Teacher
• accents?		
• spellings?		
• word order (German only)?		
• nouns and genders?		
• verb and tense formation?		

## Speaking-specific

Preparatory work.	Student	Teacher
• Pronunciation of key words checked?		
• Range of possible questions considered?		
• Range of potential answers considered?		

Additional information (Teachers must not comment on specific language used)