

# **In-Service Teacher Training**

## **Assessment in IGCSE Business Studies 0450**

### **Outline of Training Pack Session 1**



SESSION NO.	DESCRIPTION OF SESSION	POWERPOINT SLIDES	OTHER RESOURCES REQUIRED
	<b>Background preparation</b>	<i>CIE PowerPoint presentation for Assessment in IGCSE Business Studies 0450</i>	<ul style="list-style-type: none"> <li>Equipment for giving a PowerPoint presentation.</li> <li>Copies of: the current syllabus.</li> </ul>
Session 1	<b>Open the session</b>	<b>Slide 1</b> Assessment in IGCSE Business Studies 0450	
Session 1	<b>Welcome</b> and: <ul style="list-style-type: none"> <li>introductions;</li> <li>explain the background to the training;</li> <li>explain the aim of the training.</li> </ul>	<b>Slide 2</b> Welcome	
Session 1	<b>Explain that Session 1 focuses on:</b> <ul style="list-style-type: none"> <li>Syllabus structure;</li> <li>Assessment objectives;</li> <li>Difference between formative and summative assessment</li> </ul>	<b>Slide 3</b> Session 1 looks at:	
Session 1	<b>The structure of the syllabus</b> Slide 3 gives an overview of the syllabus.	<b>Slide 4</b> Structure of the syllabus	<p>Copies of the current syllabus</p> <p><i>ACTIVITY 1.3 Looking at grade descriptors</i></p>
Session 1	<b>Assessment objectives</b> Slides 4 and 5 look at the assessment objectives in detail.	<b>Slide 5</b> Assessment objectives (1)  <b>Slide 6</b> Assessment objectives (2)	Syllabus: assessment objectives
Session 1	<b>Outline Examiners' objectives</b>	<b>Slide 7</b> Examiners' objectives	
Session 1	<b>Discuss the Specification grid from the syllabus</b> which shows: <ul style="list-style-type: none"> <li>number of marks allocated to each assessment objective for each Paper;</li> <li>what this means.</li> </ul>	<b>Slide 8</b> Specification grid (from syllabus)	Syllabus: specification grid

Session 1	<b>Discuss the Scheme of assessment: Weighting of Papers</b> Remind delegates of the structure of the Question Papers.	<b>Slide 9</b> Weighting of papers	Syllabus: weighting of papers
Session 1	<b>Discuss formative assessment</b> <ul style="list-style-type: none"> <li>• Definition;</li> <li>• Why it is needed;</li> <li>• Implications for teaching;</li> <li>• Assessing students' progress.</li> </ul> <b>Giving feedback to students</b>	<b>Slide 10</b> Formative assessment (1)  <b>Slide 11</b> Formative assessment (2)  <b>Slides 12 and 13</b> Giving feedback to students	ACTIVITY 1.10 <u>HANDOUT 1.10</u> <i>Developing self and peer assessment</i>  ACTIVITY 1.11 <u>HANDOUT 1.11</u> <i>Comparing different methods of feedback</i>  ACTIVITY 1.12 <i>Drawing up a marking/feedback guide for the department</i>
Session 1	<b>Closing comments</b> Delegates should now be familiar with the syllabus and have started to consider how they will use this knowledge to enhance their teaching and assessment methods.	<b>Slides 14</b> Closing comments	

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### **Outline of Training Pack Session 2**

SESSION NO.	DESCRIPTION OF SESSION	POWERPOINT SLIDES	OTHER RESOURCES REQUIRED
	<b>Background preparation</b>	<i>CIE PowerPoint presentation for Assessment in IGCSE Business Studies 0450</i>	<ul style="list-style-type: none"> <li>Equipment for giving a PowerPoint presentation.</li> <li>Copies of: the current syllabus.</li> </ul>
Session 2	<b>Open the session</b>	<b>Slide 1</b> Assessment in IGCSE Business Studies 0450	
Session 2	<b>Welcome</b> and: <ul style="list-style-type: none"> <li>introductions;</li> <li>explain the aim of the training.</li> </ul>	<b>Slide 2</b> Welcome	
Session 2	<b>Explain that Session 2 focuses on:</b> <ul style="list-style-type: none"> <li>How question papers are set;</li> <li>How mark schemes are constructed.</li> </ul>	<b>Slide 3</b> Session 2 looks at:	
Session 2	<b>Outline the assessment process.</b>	<b>Slides 4, 5 and 6</b>	
Session 2	<b>Discuss the question setting process.</b>	<b>Slide 7</b> Setting questions	Copies of the current syllabus Copies of past papers June 2002, Paper 1 and Paper 2 ACTIVITY 2.6 <u>HANDOUT 2.6</u> <i>Command Words</i> <i>Analysing assessment objectives.</i>
Session 2	<b>Delegates practise setting questions.</b>	<b>Slide 8</b> Practising setting questions	Copies of the current syllabus ACTIVITY 2.7 <i>Question setting</i>
Session 2	<b>Discuss the construction of mark schemes, including:</b> <ul style="list-style-type: none"> <li>Points-based mark schemes;</li> <li>Levels of response mark schemes.</li> </ul> <b>Delegates practise setting mark schemes.</b>	<b>Slide 9</b> Setting mark schemes	Mark schemes for Paper 1 and Paper 2 June 2002 ACTIVITY 2.8a <u>HANDOUT 2.8a</u> <i>Mark Schemes</i>  ACTIVITY 2.8b <i>Producing a mark scheme</i> Delegates' questions prepared in Activity 2.7

Session 2	<b>Closing comments</b> Delegates should now appreciate what examiners are looking for when setting question papers and mark schemes	<b>Slide 10</b> Closing comments	

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### **Outline of Training Pack Session 3**

SESSION NO.	DESCRIPTION OF SESSION	POWERPOINT SLIDES	OTHER RESOURCES REQUIRED
	<b>Background preparation</b>	<i>CIE PowerPoint presentation for Assessment in IGCSE Business Studies 0450</i>	<ul style="list-style-type: none"> <li>• Equipment for giving a PowerPoint presentation.</li> <li>• Copies of: the current syllabus.</li> </ul>
Session 3	<b>Open the session</b>	<b>Slide 1</b> Assessment in IGCSE Business Studies 0450	
Session 3	<b>Welcome</b> and: <ul style="list-style-type: none"> <li>• introductions;</li> <li>• explain the aim of the training.</li> </ul>	<b>Slide 2</b> Welcome	
Session 3	<b>Explain that Session 3 focuses on:</b> <ul style="list-style-type: none"> <li>• How to apply mark schemes</li> <li>• How to use Examiners' reports.</li> </ul>	<b>Slide 3</b> Session 3 looks at:	
Session 3	<b>Delegates practise writing and applying the Paper 1 mark scheme.</b>	<b>Slide 4</b> Applying Paper 1 mark scheme	Copies of Paper 1 June 2002 scripts (focussing on question 3) Mark scheme for Paper 1 June 2002 <b>ACTIVITY 3.3</b> <ul style="list-style-type: none"> <li>• Setting a mark scheme for question 3</li> <li>• applying the mark scheme; marking against the CIE mark scheme</li> <li>• repeating for whole of Paper June 2002 1</li> </ul>



SESSION NO.	DESCRIPTION OF SESSION	POWERPOINT SLIDES	OTHER RESOURCES REQUIRED
Session 3	<b>Delegates practise writing and applying the Paper 2 mark scheme.</b>	<b>Slide 5</b> Applying Paper 2 mark scheme	Copies of Paper 2 June 2002 scripts Mark scheme for Paper 2 June 2002  ACTIVITY 3.4 <ul style="list-style-type: none"> <li>• <i>Setting a mark scheme</i></li> <li>• <i>applying the mark scheme;</i></li> <li>• <i>marking against the CIE mark scheme</i></li> </ul>
Session 3	<b>Discuss the use of Examiner Reports.</b>	<b>Slide 6</b> Examiner Reports	Question Paper 2 June 2002 Examiner Report June 2002  ACTIVITY 3.5 <i>Consideration of examiners' comments for questions 4, 5b and 6.</i>
Session 3	<b>A final, brief consideration of summative assessment.</b>	<b>Slide 7</b> Summative assessment	
Session 3	<b>Closing comments.</b> Delegates should now appreciate the standards expected from candidates to achieve the different grades.	<b>Slide 8</b> Closing comments	