

SOCIAL STUDIES

SCHOOL BASED ASSESSMENT (SBA)

GUIDELINE

THE REQUIREMENTS OF THE SCHOOL BASED ASSESSMENT

Please Read Carefully

The word limit for the Social Studies SBA is 1000 words. This word limit excludes the acknowledgement, content page and bibliography/reference and appendices.

Research should be in double line spacing, font size 12, right margin 1.5 inches and left 1 inch. It is advisable to use Calibri, Times New Roman or Arial (not Arial Black or other fonts that sometimes make it difficult to read). Use only ONE font.

Research must be written in the past tense. When writing the SBA, do not use the first-person discourse, for example: 'I' or 'me' instead use terms such as 'the researcher', 'the writer', or 'the investigator'.

The source for bar and pie charts and tables or any other appropriate presentation method must be shown. This should be shown as fieldwork, date and year beneath each diagram. This is a strategy to decrease plagiarism and reinforce proper research ethics. Diagrams must be in a box.

Pages must be numbered and there should be a header on each page with a shortened version of the topic in all Caps. For example: "DRUG ABUSE: MAIN DRUGS USED, CAUSES, CONSEQUENCES AND SOLUTIONS".

Please note there is no need for an introduction after the acknowledgement.

The SBA should be completed over a period of time. The teacher should guide students with the SBA process. Students can divide the different areas into tasks.

The SBA is marked out of 40 and has the following weighting:

ITEM	WEIGHTING
Statement of the Problem	2
Reason/s for choosing the Topic	2
Method of Investigation	2
Data Collection Instrument	4
Procedures Used for Data Collection	2
Presentation of Data	6
Analysis and Interpretation of Data	8
Findings	3
Recommendations and Implementation Strategy	3
Writing Skills	4
Overall Presentation	4
TOTAL	40 MARKS

TOPIC

The topic must be written in a statement format and must target a specific group in a specific area.

EXAMPLES

a) *Single Parent Families in the community of Spring Garden, Portland: reasons for the level, problems faced, and solutions.*

b) *Street children in the Spanish Town area: causes, problems faced and solutions to the problem.*

TASK 1

PROBLEM STATEMENT (2MARKS)

The following should be taken into consideration when writing the Problem Statement.

- It must be taken from a topic in the syllabus
- It is an action research, so ensure that the topic is a problem that exists in your school / community
- It must be in the form of a question
- It is advisable to write more than one
- Before you begin writing the question/s, you should introduce the topic in two/three lines.
- Even though CXC marks for only one question it is advised that you have about two or three
- Ensure that the problem statement/s is/are clear, specific and measurable.

Problem Statement Questions can focus on:

- Causes/reasons for/factors that contribute to the level
- Effects/consequences
- Solutions
- Level

Problem Statement:

EXAMPLES

1. *What are the factors that contribute to the increasing level of single parent families in the community?*
2. *Which age group accounts for the highest level of single parent families in the community?*
3. *What are the problems faced by single parent families in the community?*
4. *What can be done to reduce the problems faced by single parent families in the community?*

**TASK 2:
REASON FOR CHOOSING THE TOPIC
(RATIONALE) (2 MARKS)**

This is the reason for choosing the topic. Students should give a brief overview of the topic as well as an explanation as to the reason/s for choosing the topic. Also include brief information about the area where the study/research will take place. The following must be included BEFORE giving the reason/s:

- a) The specific geographic location of the community/area or institution where the problem will be investigated, that is, urban/rural community/area or educational/health institution. You are allowed to name places but NOT institutions.

EXAMPLE:

A prominent high school in Westmoreland Jamaica/rural St. Elizabeth or Street children in Spanish Town, St. Catherine.

- b) An estimate of the population in the community/area or institution (this must be realistic).
- c) A short introduction of the problem
- d) Then finally, the reason/s for choosing the topic/problem. At least two reasons should be stated.

EXAMPLE:

- What was observed
- What was heard and from whom
- Include mass media broadcast on the issue, if any

EXAMPLE

The area under investigation is Spring Garden, a small suburban community which is located in Portland, Jamaica. This community has approximately 195 households and 520 persons. Several households in the community seem to be headed by one parent -mainly females. Lee (2005) defines a single-parent home as, "a household in which one biological or adoptive parent raises at least one child under 18 years of age, without the presence of a second adult". As a child growing up in the community, the researcher has observed that there seems to be an increase in the number of persons who are from single parent households. Also, there have been many articles in the print media that address the increasing number of single parent households in Jamaica. These reasons motivated the researcher to conduct the survey.

**TASK 3:
METHOD OF INVESTIGATION (2 MARKS)**

Students can use one or more data collection method/instrument such as Questionnaire, Interview or Observation. However whichever method/s you select, give a brief description, then write two or more reasons justifying your choice. Your responses must be in a sentence and not in bullet form. It is also suggested that sources are used to support what is written. If sources are used:

1. start by saying: According to Blake (2014) "questionnaires have a number of advantages, these include..." OR
2. after justifying why you choose the method, put the source at the end of the last word in bracket like this: (Blake, 2014).

IMPORTANT: Write only the advantages. DO NOT write the drawbacks/disadvantages of the method selected and DO NOT compare with another method.

EXAMPLE

In order to obtain information about this social problem, the researcher used printed questionnaires, which allowed participants to state their opinions with privacy. Ramsawak and Umraw (2010) state that questionnaires: saves money and time; gives people time to think before they write their answers; reduces interviewing bias as respondents are not influenced by the researcher; and it allows the researcher to gain information from a large number of people in a relatively short period of time.

**TASK 4
INSTRUMENT USED TO COLLECT DATA**

The instrument must have a minimum of 15 questions, excluding the demographic or introductory questions. Introductory/Demographic questions include: age, sex and length of residence. Age group should be in bands of 2 and over. However, if the focus is on a particular age group, such as Adolescents/Teenagers it should be single.

EXAMPLE: 5 year bands 18-22 23-27 28-32 33 – 37
Single bands 13 14 15 16 17 18 19

In addition, a cover letter should accompany the instrument. The letter can also be at the top of the instrument after the topic. The cover letter /paragraph should:

- clearly state the purpose of the questionnaire
- have a clear explanation of how the respondents should complete the questionnaire
- include a note thanking the respondents
- state that the information presented will be held in the strictest of confidence and their name is not required

PLEASE NOTE:

- Be careful of the use of 'Yes' and 'No' questions. A maximum of two can be used and if there are more, ensure that they all have follow up questions.
- The questionnaire should provide answers for respondents.
- Always put the word 'Other' at the end of answers given for questions so that respondents can suggest possible answers.
- Be mindful of the target population, therefore re-read the questions and answers as the need arises.
- Questions MUST seek to answer the research question/s.
- Questions MUST be in chronological order from simple to more difficult.

The Instrument that the researcher used to collect the data is printed questionnaires with responses. A letter accompanying the questionnaire was used to explain to the respondents the reason for the survey.

Residents' Questionnaire (SAMPLE)

Dear Residents,

This is a survey being carried out in the Rose Garden, St. Mary community to determine the reasons for the increasing level of single parent families in the community. The survey also seeks to find out the problems faced, the age group which accounts for the highest

level and suggestions on what can be done to reduce the level of single parent families in the community.

This study is being conducted as part of the requirement for a Social Studies course that I am currently pursuing. Please answer the questions as honestly as possible. There are no wrong or right answers, just put a tick (✓) in the spaces provided or write on the lines where necessary. Thanks for your assistance.

Mark York, Student, York Castle High School

Topic: Single Parent Families in the 18 to 48 age group in the community: reasons for the level, problems faced and suggestions on how to reduce the level and problems faced

- | | | |
|---|--|--|
| <p>1. Gender
Male [] Female []</p> | <p>Yes [] No []</p> | <p>My child does not assist my family financially []
Other_____</p> |
| <p>2. To which age group do you belong?
18 – 24 [] 25 – 32 [] 33 – 44 [] 41 – 48 []</p> | <p>10. Did you and your partner plan to have children before you became parents for the first time?
Yes [] No []</p> | <p>(Please specify)
15. How does being a single parent affect you emotionally/psychologically?
High level of stress []
Depression []
Anger and frustration []
Anxiety []
Has no negative effect []
Other_____</p> |
| <p>3. Are you a single parent?
Yes [] No []
If NO please go to question #4 and stop.
If YES, please continue.</p> | <p>11. What is your employment status?
Full-time employment []
Part-time employment []
Self-employed []
Student Retired []
Unemployed []</p> | <p>_____</p> |
| <p>4. What is your family type:
Sibling []
Household []
Extended []
Nuclear []
Family []</p> | <p>12. If you are unemployed, how do you support yourself and family?
Beg []
Steal []
Get support from family friends/partner []
Get support from the children's Parent []
Other_____</p> | <p>(Please specify)
16. How does being a single parent affect you otherwise? (Tick all that applies)
Unable to continue education []
Unable to effectively care for myself and my family []
Unable to find a job that allows me to effectively manage my home while working []
Unable to take part in social activities []
Does not affect me []
Other_____</p> |
| <p>5. If your response to question 3 is yes, how did you become a single parent?
By choice []
Divorce / separation []
Partner refuses to marry me []
Other parent was killed by violence []
Other parent was killed in an accident or by illness []
Other_____</p> | <p>12b. Does your income effectively support your family?
Yes [] No []

If YES go to question #14 and continue.
If NO go to question #13 and continue.</p> | <p>_____</p> |
| <p>6. How old were you when you became a single parent?
19 years and under []
20 – 27 []
28 – 35 []
6 – 43 []
44 and over []</p> | <p>13. If you answered no to question 12b, by what other means does your family generate income?
Odd jobs []
Help from relatives / friends []
Selling illegal drugs []
Child support []
Gambling []
Other_____</p> | <p>(Please specify)
17. How do you think being from a single parent family affects your child/children?
Poor academic performance at school []
Depression / Low self-esteem []
Drug addiction []
Violent behaviour towards others []
It doesn't affect them []
Other_____</p> |
| <p>7. How many children do you have?
1 child [] 2 [] 3 [] 4 []
5 [] 6 and over []</p> | <p>_____</p> | <p>(Please specify)</p> |
| <p>8. How many children do you have living with you that are dependent on you for all or most of their needs?
1 child [] 2 [] 3 [] 4 []
5 [] 6 and over []</p> | <p>14. Which of the following do your child/children take part in to assist the family financially?
Begging []
Street vending []
Prostitution []
Gambling []
Selling illegal substances []
Stealing []
None of the above []</p> | <p>18. What do you think can be done to reduce the problems faced by single parent families? (Tick all that applies)
Provide more assistance through the PATH or other welfare programmes []
Provide after care facilities at reduced rates for parents who can't afford to pay the high cost</p> |
| <p>9. Were you aware of family planning methods before or at the time you became a parent?</p> | <p>_____</p> | <p>_____</p> |

for after care services []
 Provide better employment opportunities for the residents.[]
 Provide on the job training opportunities for those who are unskilled []
 The government should reopen the training centre and partner with large cooperations to offer job opportunities []
 Reopen the factories that were recently closed []
 Provide ongoing counselling sessions at the community centre. []

Other _____

 (Please specify)

19. What do you think can be done to reduce the level of single parenting in your community? (Tick all that apply)
 There should be more advertisements in the media as well as community meetings organized by the church, school and other interest groups which encourage people to practice abstinence []

The government should use the print and electronic media to promote the positives of being in a nuclear family in the media []
 Encourage community members to use family planning []
 Have more advertisements that say "two is better than too many" []
 Teaching effective contraceptive use in schools []
 The church can provide free counselling sessions to families that are experiencing problems []
 Families should participate in

**TASK 5:
 PROCEDURES FOR DATA COLLECTION
 (2 marks)**

A step-by-step outline of the process or method that was used to collect the data from the sample must be given. Begin by mentioning the instrument used and the quantity distributed and collected/returned. When describing the process of data collection, you should ensure that you respond to the following questions:

1. WHICH instrument was used?
2. WHO received the instruments?
3. WHO collected the data?
4. WHAT data collection method was used?
5. WHEN was this exercise done?
6. WHERE was the data collected?
7. HOW was the data collected?
8. WHY was this procedure necessary?

WHICH instrument was used?

Example: The instrument that was used is printed questionnaire. The questionnaire had 16 questions including the demographic data. There were 12 close ended and four open-ended questions.

WHO received the instrument?

Example: Twenty instruments were distributed to 5 males and 15 females in the 19 – 45 age group / to teenage moms/males in the 18 and over age group/females in the 25 and over age group.

WHO collected the data?

Example: The researcher/ writer/investigator with the assistance of a friend collected the data.

WHAT data collection method was used?

Example: Random sampling or deliberate selection was done. Example: Every other house with a single parent / every house until all the questionnaires were finished.

WHEN was this exercise done?

Example: The data collection period was two weeks/ from September 12 – 26, 2017.

WHERE was the data collected?

Example: The data was collected from Rose Hill, a rural community in St. Mary.

HOW was the data collected?

Example: The researcher/ the researcher and a relative distributed and collected the instruments by hand.

WHY was this procedure necessary?

Example: It was necessary as it ensures accurate data and it was the only way the researcher had to access data which is both valid and reliable.

PLEASE NOTE that the sample size is an estimated percentage of the specific population involved in the research. If a questionnaire is used as the data collection instrument, it is recommended that for smaller populations a minimum of 20 instruments are distributed while for larger ones, between 30-50 are used.

**TASK 6:
 PRESENTATION OF DATA (6 marks)**

Even though CXC only marks for three, evidence should be shown of ALL data presented. This will help you to better analyze and interpret the information obtained.

Write a brief summary indicating the number of instruments distributed and collected. Include how the data will be presented.

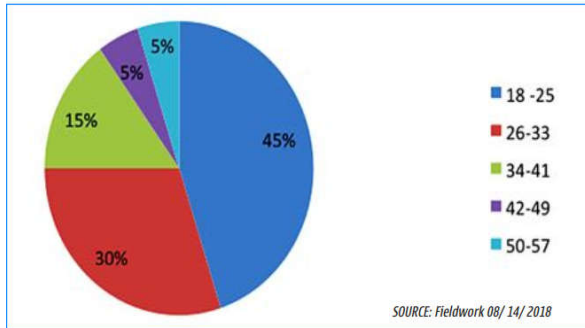
For example: A total of 25 questionnaires were distributed and collected. Data will be presented in the form of statements and on diagrams such as tables, bar graphs, histograms and pie charts.

PLEASE NOTE:

- Demographic data may be presented in the form of statements. Demographic data includes: gender, age group, place of residence.
- Graphs and charts should be identified as figures. For example: (Figure 1: bar graph showing/pie chart showing age group of respondents who were single parents)
- Tables are identified as tables, for example (Table 1: Showing reasons for the level of single parent families).
- All graphs and charts must have a key.
- Graphs must be clearly labelled that is the x – axis and the y-axis and the title.
- Diagrams must be in a box.
- An indication of the source must be beneath each diagram /outside of the box stating fieldwork, (date-optional) and year.
- A brief explanation (one or two sentence/s) should also be at the bottom

Below are some examples

Figure 1: Pie chart showing the age group of respondents



Forty five percent of the respondents or 19 persons are in the 18-25 age group, followed by the 26-33 age group which accounts for 30%. Fifteen percent are in the 34-41 age group and 42-49 and 50-57 age groups each accounted for 5%.

Table showing other effects apart from emotional / psychological

EMOTIONAL EFFECTS OF SINGLE PARENTING	NUMBER OF RESPONDENTS	%
Unable to continue education	30	60
Unable to effectively care for myself and my family	45	90
Unable to find a job that allows me to effectively manage my home while working	27	54
Unable to take part in social activities	23	46
Does not affect me	1	2
Other	1	2

SOURCE: Fieldwork 08/ 14/ 2018

Ninety percent of the respondents indicated that they had difficulties taking care of themselves and their children while 60% indicated that they could not continue their education. Another 54% said they are unable to find a job that allows them to effectively care for their family while working. Another 49% said there were unable to take part in social activities.

**TASK 7:
ANALYSIS AND INTERPRETATION OF DATA
(8 marks)**

In this Task, special emphasis must be placed on the problem statement/s. In order to get maximum points, the following should be done:

- Give an overview of the problem and area of research, as well as the target group in the first 2 to 3 lines.
- Make inferences or draw conclusions based on data collected.
- Address/interpret and analyze all questions on the instrument.
- Make references to figures, tables, quotations as well as the rationale (reason/s for conducting the research).
- When analyzing and interpreting the data, use terms such as ‘majority’, ‘minority’, ‘trends’, ‘unanimous’, ‘none’/ ‘no one’ and ‘others’.
- Use related literature such as books, newspaper clippings and articles to support the data.

- Cite sources in the body to support, expound on or refute a point (Optional).

EXAMPLE

The researcher has observed there has been a significant increase in the numbers of single parent households in Spring Garden. Many residents go to the work in Port Antonio while many are also involved in farming. This research is centered on the age group 18-48.

The research revealed that most (45%) of the respondents became single parents between ages 18-25. This has been the researcher’s experience as many of the single parent household in the community are headed by young persons.

The research also revealed that most (90%) of the respondent were unable to effectively care for them self and their family. Over half (60%) indicated that there were not able to continue their education. This was backed by just over half (54%) also saying they were unable to find jobs that allowed them to effectively manage their home while also working. The researcher concludes that most of the respondents did not have any skill or qualification hence many are faced with these challenges. .

NOTE: Sources used must be visible in the bibliography/ reference page.

**TASK 8:
STATEMENT OF FINDINGS (3 marks)**

The “Statement of Findings” should represent three findings gathered from the data collected from the research questions.

Ensure that the Problem Statement (s) is/are in the findings.

If you only wrote one or two problem statements, you should write other suitable findings.

PLEASE NOTE: You are only required to write THREE.

EXAMPLE

The Findings are:

1. The main reason for the increasing level of single parent families in the community is divorce or separation, which accounts for 75%.
2. The main problem faced by single parent families in the community is their inability to care for themselves and their family, which accounts for ninety percent (90%)
3. In order to reduce the problems faced, 80% of the respondents stated that the government and private sector should provide better employment opportunities for the residents as well as provide on-going counselling sessions at the community centre (75%).

**TASK 9:
RECOMMENDATIONS AND
IMPLEMENTATION STRATEGY (3marks)**

Identify the solutions: Two solutions based on findings are required. First, identify the recommended solution to two of the three findings.

Then, Justify why your solution will work: The next part of the question requires the researcher to write the strategy that will be employed to realize ONE of the recom-

recommendations made. Include who will provide assistance and where it will be done and justify why the solution will work. Remember this must be practical and realistic.

Example:

After careful analysis of the data collected, the researcher is now making the following recommendations to reduce the effects of unemployment on single-parent families in the community.

Firstly, the researcher recommends that there be a massive education and training programme to equip residents in the community with skills necessary to meet the demands of the current work environment. This programme could be implemented in collaboration with community-based organisations such as churches, community centres and the Human Employment and Resource Training organisation (HEART Trust/NTA).

WRITING SKILLS (4marks)

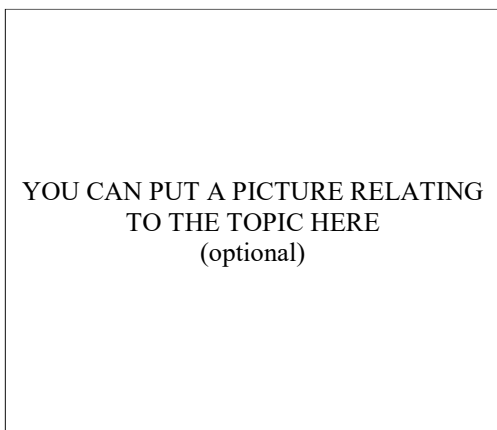
It is important to remember that the writing skills are four very important marks. Therefore, ensure that your Teacher assists you as you progress with the SBA. You can also ask someone to proof read your project before your final submission to the Teacher.

OVERALL PRESENTATION (4MARKS)

Ensure that the project is in a clean cover. Include a cover page and a title page, and ensure that each task is in the correct order. Also, the presentation, whether handwritten or typed should be neat and legible.

COVER PAGE: The cover page must be as neat and simple as possible. Pictures used must be in keeping with topic.

SOCIAL STUDIES CSEC SCHOOL BASED ASSESSMENT, 2019 ON SINGLE PARENT FAMILIES



Name of Student: Mark York
Candidate Number: 1001310000
School Code: 100131
Name of School: York Castle High School
Teacher's Name: Nigel Castle
Territory: Jamaica

Research Topic/Title:

Single Parent Families in the Community of Spring Garden, Portland, reasons for the level, problems faced and what can be done to reduce the level.

THE TITLE PAGE

This comes immediately after the Cover Page. On this page, students should type the title ONLY.

ACKNOWLEDGEMENTS

The acknowledgements should be brief and specific.

- It should be written when the project is near completion.
- You cannot give your Teacher an acknowledgement when you are asking him/her to review it because you have not yet carried out your research.
- You should acknowledge the contribution of individuals who assisted/contributed to the completion of the research.
- Insert the acknowledgment after the title page

SAMPLE CONTENT PAGE

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Reference/Bibliography15

REFERENCE/BIBLIOGRAPHY ACTIVITY

All sources including web sources that were used in the research must be placed here.

- Sources must be double spaced.
- They must be listed in alphabetical order.
- Students should adhere to APA guidelines as much as possible.

EXAMPLES

Buck, N. S. (2010) Peaceful Parenting Retrieved from <http://www.peacefulparenting.com/index2.asp>

Ramsawak R. & Umraw R.R. (2010) Modules in Social Studies with SBA Guide and CXC questions. Fourth Edition. Trinidad and Tobago: Caribbean Educational Publisher

Teenage Pregnancy and Religion” (7th February, 2012) Retrieved from <http://www.pregnantteenhelp.org/teenage-pregnancy-and/teenage-pregnancy-and-religion/>

Thanks to Charmaine Fuller-Wallace for providing most the information provided here.