

COMMUNICATION THROUGH PERFORMANCE SYLLABUS – 2014

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GUIDANCE FOR TEACHERS AND ORGANISERS

1. Booking of Examinations

ASCA assessments are held at the time and place most convenient to the school, college or private teacher concerned. It is, therefore, necessary to book an examination well in advance, even though the numbers and grades may only be approximate. We can organise examiners' programs and arrange yours more sensibly and economically if we have a pattern of the academic year ahead in the first term. However, **Examination Request** forms with final numbers must reach ASCA by the specified dates. Please check our **March ASCA News** for dates. No telephone requests can be accepted as firm bookings. Upon receipt of this request form you will be sent **Examiner's Report** forms for your candidates, together with **Examination Result** forms. Both of these forms need to be filled in prior to the examination, preferably typed or very clearly printed.

2. Fees

Fees must be forwarded to the Treasurer, together with an **Examination Request Form**, by the specified date. Cheques should be made payable to 'ASCA'. A list of current fees may be obtained from the Secretary.

3. Timing and Planning the Day

Approximately 20 Junior School candidates or 15 Seniors can be examined within the normal school day, but if there are Senior IV candidates or higher, appropriate timing needs to be allowed. Details of times are given in the relevant syllabus. **It is a good idea to timetable a 2 minute gap between each exam to allow for setting-up.** If possible ensure that no period lasts for more than two hours without a break.

Time can be saved by:

- a) a punctual start;
- b) candidates helping one another in setting and striking props;
- c) pre-pinning on boards of diagrams, maps, pictures, etc.; having props ready.
- d) mid-morning and afternoon drinks for Examiner brought to the table;
- e) prescribed times at natural breaks for the smooth entry of the listening groups.

4. Examination Procedure

a) Arrangement of Room

Check with the Examiner to see where he/she prefers to be placed in the room. The audience should be comfortably seated, whilst the candidates should have ample room to perform.

b) Examiner's Table

Two copies of beige **Results Lists** containing the candidates' names in order of hearing, together with the **Examiner's Report** forms should be placed on the Examiner's table. Names must be typed or printed, correctly spelt and be in the form which the candidate wishes it to appear on the certificate.

c) Title of talks, drama pieces, poems, extracts, readings, etc.

Must be clearly printed or typed in the appropriate sections on the **Examiner's Report** forms. Copies of memorised selections **must** be provided for the Examiner.

d) Results

As soon as the Examiner has finalised results, they will be posted to the teacher. Examiners will send results as soon as practicable after the examination.

e) Certificates

One beige **Results List** will be sent to the examination organiser/teacher and the other retained in the ASCA files. It is from this latter list that the certificates are typed and sent to the organiser/teacher in due course.

5. Consideration and Treatment of Examiners

Examining and travelling can be tiring. Please give as much information as possible – map, route, etc. about the locale of your building. If appropriate introduce the Examiner to your Principal, if the centre is a school, before the proceedings start and make it clear well before the day to your Principal and members of staff that they are most welcome as listeners if they have any available free time.

Please arrange that your Examiner has mid-morning and afternoon tea or coffee brought to the table and that he or she is given a short (45 minute), but not rushed period for a quiet lunch which is provided by the organiser. No session should be scheduled for more than 2 hours. ASCA Examiners treat all entrants as individual people and are generous in their encouragement. If you have a candidate who is contending with some physical or emotional difficulty, a note clipped to the **Examiner's Report** form is more helpful than a whispered comment which might add to the speaker's insecurity.

Start the day with a buoyant introduction of the Examiner to dispel nervous strain and make quite sure that names are known.

6. Listening Group

Listeners are active participants. Sometimes it is an advantage to have people there with whom the speaker may not be as familiar as his own group. Inquiry may then be more genuine and searching. It is also a useful way for a teacher to introduce a group which may consist of prospective candidates.

All practical examinations will take place before an audience (of at least 6 people) who will be invited to take part by asking questions or commenting at the appropriate times. This provides an opportunity for a more realistic and natural communication environment which is of benefit to both speaker and audience. Parents and visitors are most welcome to participate by asking questions.

To ensure maximum benefit from this examination, **it is beneficial** for candidates and audience to remain for the whole session of approximately **two hours**.

7. Methods of Presentation

Candidates may be entered for an assessment as individuals **or** as part of a small group (2-4 candidates) or larger group for the group drama sections. In the latter case, the group, guided by the teacher, will choose a project and select material (fiction, non-fiction, drama, documentary or verse and, where relevant, visual aids or apparatus), which gives the group opportunities for personal exploration and comment, reading aloud and speaking memorised drama or verse.

A synopsis of the theme chosen, with major items marked with the names of the contributors, should be presented to the Examiner, who will then be able to evaluate, not only the total presentation, but each individual contribution.

A separate certificate and report will be awarded to each participant at the appropriate level of achievement.

8. Grading of Candidates

- The final grading for Junior and Senior Examinations (up to Grade V) will be: ***Unsatisfactory, Pass, Good Pass, Credit and Distinction***. Numerical marks will be given for Senior Grades VI-VIII (see Syllabus). A ***High Distinction*** may be awarded at the Examiner's discretion to candidates whose work has been exceptional in all sections. If the Examiner feels that a candidate is out of his/her depth in one Grade, the Grade level may be adjusted.

9. Re-entry

By permit (through illness) half fee. A Doctor's Certificate may be required.

10. The Examiner

The Examiner will have the final say on examination results and no correspondence or contact of any kind will be entered into.

11. Video cameras or recordings of any kind are not permitted during examination sessions.

12. After each Grade in the Table of Contents there is a code in brackets – this code is to be used on the Examination Results Form where it says *Grade*.

INDIVIDUAL JUNIOR PERFORMANCE DRAMA

(NOTE: ALL TIMES MENTIONED THROUGHOUT THIS SYLLABUS ARE MAX. TIMES)

JUNIOR PRELIMINARY (IJPDpre)

(Approx. 9 mins)

1. In his/her own words the candidate is required to tell a story. This story can be a fairy story, folk tale, an original story devised by the candidate or a story based on a nursery rhyme.
2. The candidate to choose one character from the story told in part one and perform a prepared scene as that character.
3. The audience and examiner to ask the candidate(s) questions about themselves.

JUNIOR INTRODUCTORY (IJPDintro)

(Approx. 10 mins)

1. Candidate to recite a narrative poem or nursery rhyme from memory accompanied by appropriate actions.
2. Candidate to perform a short characterisation from memory.
3. The examiner will ask the candidate to describe how they “see” the character presented in section 2.
4. Candidate to present a prepared mime. Title to be announced beforehand.

JUNIOR GRADE ONE (IJPD1)

(Approx. 10 mins)

1. Candidate to perform a drama piece from memory. Props and basic costuming may be used.
2. Examiner to ask the candidate to perform an improvisation based on the drama piece performed in section one.
3. Examiner to invite the audience to ask question about sections one and two.
4. Candidate to present a prepared mime. Title to be announced beforehand.

JUNIOR GRADE TWO (IJP2)

(Approx. 10-12 mins)

1. Candidate to perform a drama piece from memory. Props and basic costuming may be used.
2. Candidate to present a memorised piece of prose (approx. 150 words) of the candidate's own choice.
3. Examiner to ask the candidate to perform an improvisation based on one of the prepared pieces.
4. Audience invited to ask the candidate questions relating to any of the above performances.

JUNIOR GRADE THREE (IJP3)

(Approx. 15 mins)

1. Candidate to perform a drama piece from memory. Props and basic costuming may be used.
2. Candidate to perform a prepared MIME showing contrasts in mood.
3. Improvisation: Examiner to give either the **opening line** or **the closing line** to be said by the candidate when performing an improvised scene.
4. Audience invited to ask the candidate questions about any of the above.

5.

6.

JUNIOR GRADE FOUR (IJP4)

7.

(Approx. 17 mins)

1. Candidate to present a PUPPET SHOW, from memory, using 2 or 3 different puppets. This can be based on an original story line or a published folk tale or fairy story. Candidate to adopt various vocal tones/accents to depict the different characters. **OR** Candidate to perform a short drama presentation involving more than one character to demonstrate versatility with the voice and character presentation.
2. Audience invited to ask the candidate questions about this presentation.
3. Candidate to present a characterisation from memory from a published play. Props and simple costuming may be used.
4. Candidate to present a prepared reading containing dialogue.

**INTRODUCTORY PERFORMANCE CERTIFICATE (IntroPC)
(Approx. 12 min)**

Solo, paired or small group(3-4) performance

This exam is aimed at candidates in the junior section of Primary Schools.

The candidate will be required to **introduce and perform** in any order the following program. All pieces **must be memorised**, with copies for the Examiner. Sections 1 to 3 may be integrated to produce a program around a theme – pieces should be linked with a personal commentary.

NOTE: ALL TIMES MENTIONED ARE MAXIMUM TIMES.

Section 1: Drama (Solo 2 mins; Paired 3 mins; Scene 4 mins)

The presentation of a monologue, duologue or small scene. Costuming, simple props and clothing to suggest character may be used.

Section 2: Poetry (Solo 2 mins; Paired 3 mins; Small group 3 mins)

The presentation of a poem.

Section 3: Prepared Prose Reading (Own choice) (100- 150 words per candidate approximately)

The reading of a short piece of prose from a novel, short story or fairy tale.

Section 4: Prepared Mime (Solo 1 min, Paired 2 mins, Small group 3 mins) *or* impromptu mime

The mime is to be of own choice. The situation and the character should be clearly defined.

In impromptu mime, the candidate will be asked to perform whilst the audience tries to work out what is happening – short discussion at the end.

In grading, consideration will be given to the suitability of the material for this level.

- **Assessment** will use the following scale: ***Distinction, Credit, Good Pass, Pass, Unsatisfactory***

JUNIOR PERFORMANCE CERTIFICATE (JPC)
(Approx. 17 minutes)

Solo or paired performance.

This exam is aimed at candidates in the upper section of Primary Schools.

The candidate will be required to **introduce and perform** in any order the following program. All pieces **must be memorised**, with copies for the Examiner. Sections 1 - 3 may be integrated to produce a program around a theme – pieces should be linked with a personal commentary.

NOTE: ALL TIMES MENTIONED ARE MAXIMUM TIMES

Section 1: Drama (Solo 3mins; Paired 5 mins)

The presentation of a Monologue or Duologue. Costuming: simple props and clothing to **suggest** character and period may be used.

Section 2: Poetry (3 mins: individual or poem for two)

The presentation of a **Lyric** or **Narrative** poem.

Section 3: Prose (Solo 3 mins; Paired 4 mins)

The recitation of a piece of prose.

Section 4: Mime (Solo 2 mins; Paired 3 mins)

Prepare a scene from a book. Character and situation should be clearly defined.

Section 5: Improvisation (2 mins)

As suggested by the Examiner. The focus will be on theme and plot.

In grading, consideration will be given to the suitability of the material for this level.

• **Assessment** will use the following scale: ***Distinction, Credit, Good Pass, Pass, Unsatisfactory.***

JUNIOR GROUP PERFORMANCE DRAMA

(A group report will be written)

JUNIOR PRELIMINARY (JGPDpre)

(Timing will depend on how many in the group – allow up to 10 mins approx.)

1. Group to perform a prepared scene from a fairy tale, nursery rhyme or other appropriate literature. Name of story plus the names of each character to be announced before starting.
2. Candidates to recite a group poem from memory.
3. The group will prepare and deliver from memory a brief summary of preparation required for sections 1 and 2. The Examiner may ask further questions.

JUNIOR INTRODUCTORY (JGPDintro)

(Allow approx. 12 mins for the group)

1. A poem to be performed as in choral work with each candidate given a solo part.
2. Group to act out a prepared scene of visiting ONE of these places or other suitable place: The Zoo; A Circus; A Hospital; A Park.
3. The group will prepare and deliver from memory a brief summary of preparation required for sections 1 and 2. The Examiner may ask further questions.

JUNIOR GRADE ONE (JGPD1)

(Allow approx. 15-20 mins for the group)

1. Group to perform a self-devised or published drama scene from memory.
2. Group to present a prepared mime.
3. The group will prepare and deliver from memory a brief summary of preparation required for sections 1 and 2. The Examiner may ask further questions.

JUNIOR GRADE TWO (JGPD2)

(Allow approx. 20 mins. for the group)

1. Group to perform a scene that the candidates have developed from either a poem, a story book or a picture. Poem, prose or picture to be presented to the examiner beforehand.
2. Group to perform an improvisation. Title to be given by the examiner ten minutes before the examination.
3. The group will prepare and deliver from memory a brief summary of preparation required for section 1. The Examiner may ask further questions.

JUNIOR GRADE THREE (JGPD3)

(Allow approx. 20-30 mins. for the group)

1. Working on a THEME group to present a performance using drama, poetry and prose. Visual aids, music and/or movement may be integrated to enhance the performance.
2. Group to present **readers' theatre** from a short story, fairy tale or picture book.
3. The group will prepare and deliver from memory a brief summary of preparation required for sections 1 and 2. The Examiner may ask further questions.

JUNIOR GRADE FOUR (JGPD4)

(Allow approx. 20-30 mins. for the group)

1. Working on a THEME group to present a performance using drama, poetry, prose **and mime**. Visual aids, music and/or movement may be integrated to enhance the performance.
2. Group to present a memorised choral piece – poem or prose – individual/group voices and movement may be used to enhance the performance.
3. The group will prepare and deliver from memory a brief summary of preparation required for sections 1 and 2. The Examiner may ask further questions.

INDIVIDUAL SENIOR PERFORMANCE DRAMA

SENIOR GRADE ONE (ISPD1)

(Approx. 15 mins)

1. Candidate to present a characterisation from memory from a published play.
2. Present a LYRICAL poem from memory, preceded by an introduction (max. 2 mins) on the literary merit of the poem
3. Present a prepared reading (200-250 words) with dialogue.
4. Examiner to ask the candidate to present a MIME based on any of the previous presentations.
5. Audience invited to ask the candidate questions about sections 1–4. Examiner will ask the candidate about the effective use of phrasing and pausing.

SENIOR GRADE TWO (ISPD2)

(Approx. 17 mins)

1. Present a drama piece from memory written after 1970.
2. Present from memory a piece of prose or poetry preceded by an introduction on the literary merit of the piece.
3. Candidate to give a prepared 3 minute talk (with examples/demonstrations) on ONE of the following:
 - a) Breathing techniques
 - b) Voice Production
 - c) Characterisation
4. Candidate to read a published speech from history.
5. Examiner and audience to ask the candidate questions on the preparation for any of the above presentations.

SENIOR GRADE THREE (ISPD3)

(Max. 18 mins)

1. Candidate to present two *contrasting* pieces of drama from memory.
2. Examiner (and audience) to ask the candidate questions about the plays from which these pieces have been taken. Candidate must know the period of time in which they are set and have knowledge about the writer.
3. The examiner to ask the candidate to perform an improvised MIME based on one of the drama pieces performed in section one.
4. Sight Reading: Examiner will present the candidate with a short drama piece. Candidate to interpret the piece and character as he/she understands it, and perform it (as in an audition) (4 mins preparation).
5. Examiner will ask the candidate questions on the art of sight reading.

SENIOR GRADE FOUR (ISPD4)

(Max. 20 mins)

1. Candidate to perform from memory a drama piece from a published play of the candidate's own choice. Title of play and name of character to be announced beforehand.
2. Examiner will interview the CHARACTER from section one, so that a good knowledge of the play is required. Candidate to respond *in character*.
3. Present a prepared drama or tell a story (max. 3 mins) using MASKS (2 or more), showing change in vocal tone/body language/emotion/choice of language.
4. Candidate to present from memory a poem or piece of prose (approx. 250-300 words) of their own choice.
5. Audience invited to ask the candidate questions about any of the above performances.

SENIOR GROUP PERFORMANCE DRAMA (SGPD)

1. The group to present a program from memory based on a theme integrating drama/ poetry/prose. Visual aids, music and movement may be used to enhance the performance. Pieces should be taken from various periods of time and genres (max. time of 4 mins per candidate)
2. Each candidate to give a 2 minute monologue, being original work, related to the above theme.
3. Examiner to ask questions on characterisation and the process of working as part of a team.
4. Group to present a prepared MIME (max. 3 mins in total). Title to be announced beforehand.
5. Examiner to give the group an improvisation based on the age, interests and experience of the candidates (max. 3 mins).

Note: A senior group of any age may present the above program – if the group wants to perform again the next year they may do so with, of course, a different theme and pieces. The Examiner will award the group a certificate at an appropriate level (1-4) according to the maturity and skill of the group.

**INTERMEDIATE PERFORMANCE CERTIFICATE (InterPC)
(Approx. 18-20 minutes)**

This exam is aimed at candidates in the junior section of Secondary Schools.

Solo or paired performance

The candidate will be required to introduce and perform in any order the following from memory and should give the Examiner a copy of all pieces. Sections 1 - 3 may be integrated to produce a program around a theme – pieces should be linked with a personal commentary.

NOTE: ALL TIMES MENTIONED ARE MAXIMUM TIMES.

Section 1: Drama (Solo 4 mins; Paired 6 mins)

The presentation of **one** dramatic piece. Costuming: simple props and clothing to **suggest** character and period may be used.

Section 2: Poetry (3 mins individual or poem for two)

The recitation of a **Lyric** or **Narrative** poem.

Section 3: Storytelling (Solo 4 mins; Paired 6 mins)

The story may or may not be original. Specify the age group of the audience. Story structure and storytelling technique will be considered when being assessed.

Section 4: Improvisation (Solo 2 mins; Paired 3 mins)

As suggested by the Examiner. The focus will be on emotion and structure.

Section 5: Impromptu Speaking (2-3 mins)

The Examiner will select a topic related to the candidate's interests.

In grading, consideration will be given to the suitability of the material for this level.

- **Assessment** will use the following scale: ***Distinction, Credit, Good Pass, Pass, Unsatisfactory.***

SENIOR PERFORMANCE CERTIFICATE (SPC)
(Approx. 20-25 minutes)

This exam is aimed at candidates in the senior section of Secondary Schools or beyond.

Solo or paired performance.

The candidate will be required to **introduce and perform** the following program from memory and should give the Examiner a copy of all pieces. Sections 1 - 3 may be integrated to produce a program around a theme – pieces should be linked with a personal commentary.

NOTE: ALL TIMES MENTIONED ARE MAXIMUM TIMES

Section 1: Drama (Solo 6 mins; Paired 8 mins) (25 marks)

The presentation of two pieces of no more than 3 mins each, contrasting in style and period. Costuming: simple props and clothing to **suggest** character and period may be used.

Section 2: Poetry (3 mins each poem or poems for two) (25 marks)

The recitation of a **Lyric** and **Narrative** poem.

Section 3: Storytelling (Solo 4 mins; Paired 7 mins) (15 marks)

The story may or may not be original. Specify the audience. Story structure and storytelling technique will be considered when being assessed.

Section 4: Improvisation (Solo 2 mins; Paired 3 mins) (15 marks)

As suggested by the Examiner. The focus will be on characterisation.

Section 5: Impromptu Speaking (3 mins) (20 marks)

Chosen by the Examiner and related to the candidate's interests.

In grading, consideration will be given to the age of the candidate and the suitability of the candidate's interests.

• **Assessment** will use the following scale: **Distinction 85%, Credit 75%, Good Pass 70%, Pass 65%.**

CERTIFICATE OF COMMUNICATION (Cert Comm)
Cert. Comm. (ASCA)

- The Certificate of Communication is a professional qualification and aims to assess proficiency in many aspects of oral communication, thereby offering a reference for career or professional application.
- **The minimum age for sitting this assessment is 16 years if the candidate has completed Senior Grade Six or both the Intermediate and Senior Performance Certificates or equivalent. Otherwise, the minimum age is 18 years.**
-
- The diversity of the sections aims to challenge the candidate's flexibility, fluency, spontaneity and sensitivity in both formal and informal presentations.
- Candidates will also be assessed on their knowledge of techniques and protocol applied in public speaking, debating and committee chairmanship.
- The candidates must also possess the ability to interpret, to read effectively and to perform suitable selections of literature.
- Electronic visual equipment should be supplied by the candidate who must take full responsibility for it.
- It is a requirement that the teacher and candidate bring a support group of three or more suitable adults for audience participation. A well groomed appearance is essential. Inappropriate dress may influence the assessment.
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- The candidate may present the *Certificate of Communication* program in any order but the order of presentation must be given to the Examiner prior to the examination.
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- Successful candidates may use the initials "**Cert. Comm. (ASCA)**" after their name. However, it must be stressed that this is a certificate of proficiency in oral communication and not a teaching qualification.

The Examination for "The Certificate of Communication"

Examination Time: Approx. 1 hour (Pass Mark: 70%)

1. The candidate is required to prepare and deliver with a minimum of notes a **ten minute speech** either to persuade or inform. The topic of the speech should be related to a major issue at either state, national or international level. The "issue" could be related to the Arts, Politics, Education, Economics or any other topic related to the candidate's vocation or interests. The use of visual aids, including electronic media, is encouraged. The candidate will be expected to be proactive and engage the audience in discussion after the presentation.
(25 Marks)
2. The candidate will be presented with three topics by the examiner ten minutes before the commencement of the examination, and will be required to select **one** of these and deliver an extemporised talk for three to four minutes.
(20 Marks)
3. The candidate will be required to speak spontaneously for one to two minutes on **a word** nominated by the examiner
(10 Marks)
4. The candidate is required to read aloud at sight a recent newspaper article relating to a current issue. A lead time of 5 mins will be given to the candidate. A choice of 3 articles will be presented to the candidate by the examiner. The candidate will then lead a discussion with the audience on its contents for approximately five minutes.
(15 Marks)
5. The candidate is required to select and perform (from memory) an extract from a famous speech, or poetry, prose or drama, lasting not more than three minutes. The interpretation should be preceded by a short talk of no more than two minutes explaining what inspired the choice.
(15 Marks)
6. The candidate will discuss with the examiner and audience the techniques of public speaking (including correct breathing, use of gestures, PowerPoint or electronic presentation, committee meetings, chairmanship and microphone technique). The candidate will then be required to improvise some aspect of public speaking such as a vote of thanks, a loyal toast, introducing a speaker, special occasion toasts, etc. as nominated by the examiner.
(15 Marks)

THE DIPLOMA OF COMMUNICATION (Dip Comm)

Dip. Comm. (ASCA)

Pre-requisite:

The candidate must have passed two Senior Grades from Grade Six and above or the Certificate of Communication, or equivalent, before attempting this Diploma assessment. Minimum age is sixteen years. The Diploma may be converted to a Teaching Diploma [Dip. Comm. (ASCA)(Teaching: Public Speaking)] after completion of the Teaching Paper (Paper 2) of the Dip. ASCA.

Practical Examination: Approx. 60 minutes (Pass Mark: 70%)

1. Presentation

The candidate will prepare and deliver with a minimum of notes a **ten minute speech to persuade**. The topic of the speech should be related to a major issue at either state, national or international level. Visual aids should be integrated into the presentation. The candidate will be expected to be proactive and engage the audience in discussion after the presentation.

(25 marks)

2. Leading discussion

Prior to the exam the candidate will research two issues of **current media interest**. The examiner will ask the candidate to introduce one of the issues to the audience and to lead a lively discussion of the issue with the audience. The candidate must demonstrate a thorough knowledge of the issue and be able **to conduct and control** a discussion which draws out controversy surrounding the issue with the audience. (5 minutes)

(20 marks)

3. Interview

An interview for a new position or a promotion. The candidate will present the examiner with information and research on the position, including a mission statement of the employing company and the job criteria, before the examination commences. The examiner will proceed to interview the candidate for the position. (approx. 10 minutes)

(20 marks)

4. Using technology

The candidate will give a brief informative presentation (6 mins) using powerpoint or similar technology such as an O/H projector. Skill must be demonstrated in the correct use of the technology as a means of enhancing the presentation.

(15 marks)

5. Occasional speaking

The candidate will give a short prepared presentation (3-4 mins) on one of the following:

- A presentation to board members to persuade them to adopt a certain point of view or
- A report to an AGM or
- Give background information before proposing a motion at a meeting.

(10 marks)

6. Memorised recitation

The candidate will present a whole or part of a public speech (Max. 5 mins). The introduction must discuss what made this speech effective in its context.

(10 marks)

Written Examination: One paper – 3 hours, plus 10 mins reading time. (Pass mark: 70%)

Candidates must have a good knowledge of **each** of the following topics. Candidates may be asked to write notes on a selection of topics or may be required to answer essay topics:

- Performance anxiety
- The importance of breathing, voice production and modulation when presenting
- Microphone technique
- Use and place of visual aids and electronic media when presenting
- Language choice in oral presentations
- Non-verbal communication
- Barriers to effective communication
- Opening and closing strategies in oral presentations
- Preparation for media interviews (radio and television)
- Arranging the physical environment for a talk

*** Both parts of this Diploma exam (that is, the oral and written) must be completed within 12 months.**

