



Beaumont School

Oakwood Drive St Albans Herts AL4 0XB t: 01727 854726 f: 01727 732932

e: admin@beaumont.herts.sch.uk e: head@beaumont.herts.sch.uk w: www.beaumontschool.com

Headteacher: Elizabeth Hitch

February 2011

Dear Parent/Carer,

Re: Year 10 GCSE Business Studies / Business Studies & Economics

This letter aims to clarify how the Economics and Business Department proposes to administer GCSE Business Studies or Business Studies and Economics Controlled Assessment to comply with 'Controlled Assessment Conditions' ensuring that we meet our obligations to the examination board.

Controlled Assessment contributes 25% towards the final grade and it will be essential that it is completed to the best of each candidate's ability. Candidates will complete their Controlled Assessment **research** under '**limited supervision**' conditions and will **write-up** their Controlled Assessment under **strict controlled conditions**.

Each candidate is allowed a **maximum of six hours research** time and a **maximum of three hours write-up** time. If your child has special access arrangements for examinations then these will be in place for the Controlled Assessment period. Most Business and Economics lessons will be used for '**limited supervision**' **research** time during the weeks commencing Monday 28 February 2011 to Monday 14 March 2011. This will amount to four hours in class and homework tasks will make up the other two hours of research permitted. Research folders will be held by the school in a secure area and will not be accessible outside of the supervised research time.

The **write-up** will take place during Business and Economics lessons from the week commencing 21 March 2011 and completed during the week commencing Monday 28 March 2011. Any students who miss a lesson or need extra time will complete their write-up week commencing Monday 4 April 2011. The write-up is completed under exam conditions and students will not be able to draft any work, they have a **once only** opportunity, of three hours during Business and Economics timetabled lesson time, to complete this Controlled Assessment. During the write-up they will only have access to their research folder which is held securely between sessions. They will only have access to their write-up work during their write-up sessions; this folder will also be held securely between sessions.

- Candidates must:**
- attend all lessons after half-term or provide a medical note for absence
 - use their planner to note deadlines and homework details
 - bring research work and guidance notes to all lessons after half-term

- Teachers will:**
- inform parents of missed Controlled Assessment sessions

To avoid excessive workloads for staff and students candidates entitled to extra time and candidates who have been absent without a medical note will be given the opportunity to make up time lost during the last week of term.

At Beaumont we appreciate that the success of our students is based on the successful partnership between staff, students and parents, where students take the lead in accepting responsibility for their success. During half-term week, Monday 21 – Friday 25 February 2011 some students have been encouraged by staff to make contact with their choice of a small local business and complete some of their initial research; your support in making these contacts would be greatly appreciated. Those answering the commodity question will not need to make contact with a small business.

Please do contact the Economics and Business department if you require any further information.

Yours sincerely,

Ms Z Beaumont - Head of Economics and Business

Diary dates:

Unit 1 Introduction to Small Business Exam - Friday 27 May 2011 pm (25% of GCSE)

Unit 2 Investigating Small Business (25% of GCSE)

Controlled Assessment: Research weeks commencing Monday 28 Feb to 14 March 2011

Write-up weeks commencing Monday 21 March and Monday 28 March 2011

(Write-up catch up sessions week commencing Monday 4 April 2011)

