

May 2010

Dear Parent/Carer,

GCSE Business Studies / Business Studies and Economics GCSE controlled assessment

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. All Business and Economics lessons will be used for '**limited supervision**' **research** time during the weeks commencing 7th June 2010 and 21st June 2010. 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 28th June 2010 and completed during the week commencing 5th July 2010. Those students attending the Rosas trip will complete their write-up week commencing 12th July 2010. 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

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, 1st – 5th June 2010, and whilst on work experience, 14th-18th June 2010, students have been encouraged by staff to make contact with their choice of a small local business and complete some of their initial research – any parental support in making these contacts would be greatly appreciated.

Please do not hesitate to contact the Economics and Business department if you require any further information. All guidance details are available at <http://beaumontbusiness.blogspot.com/>.

Yours sincerely,

Ms Z Beaumont
Head of Economics and Business

Diary dates:

Unit 1 Exam Friday 28th May 2010 1.30pm in Hall - 45mins (25% of GCSE)

Unit 2 (25% of GCSE)

Controlled Assessment: Research weeks commencing 7th June 2010 and 21st June 2010 – 6hrs
Write-up weeks commencing 28th June 2010 and 5th July 2010 – 3hrs
(Write-up catch up sessions week commencing 12th July 2010 – Rosas students and any other absences)