



## Headteacher

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Dear Parent/Carer

September 2011

### Assessed GCSE Coursework and Controlled Assessment: Yr 10 2011-12

Several GCSE subjects have a controlled assessment requirement for which the marks contribute to the final GCSE grade. It is important that students keep to deadlines for the submission of controlled assessment and, to assist in the planning of their work, the dates are made known to students. A list of dates and coursework descriptions are attached for your information. The same information can be found on the school's internet site ([www.latymer.co.uk](http://www.latymer.co.uk)) on the parents' page on Latymer Plus. All the dates are approximate. The subject teachers will inform the pupils of the specific deadlines and the students will write these in their planners.

Some classes might already have experienced the Science controlled assignment which follows the pattern applied to most subjects. Class time is used to research, investigate and learn about a topic which is then assessed in conditions of 'high control' in the classroom, similar to examination conditions. Work is marked internally and moderated by the examination board. Examination regulations apply and there is no opportunity to re-sit this. Absence will result in the loss of marks unless it is through extenuating circumstances which have been communicated to the school and agreed by the school and the examination board as having valid justification for being taken into account.

Many of our students are extremely conscientious and our experience has shown that this can create problems. Students must act on the advice of their teachers in regard to:

- the amount of time to be spent on any coursework or controlled assignment task
- the need for planning on long term projects
- deficiencies highlighted in the monitoring of coursework.

It is important to emphasise too that progression to the Sixth Form should not be regarded as automatic. Students should:

- have the necessary GCSE background
- have a real interest in their studies
- be involved in, and enjoy, the support of the school community
- have a record of meeting the specialist subjects' requirements and coursework deadlines
- be evidently self-disciplined (e.g. in attendance, punctuality, and uniform).

There are also the two academic requirements: students must achieve at least A grades in the subjects they wish to study at AS-level; and students must achieve at least 6 grade As overall in the GCSE examinations.

If a student fails to meet an interim controlled assessment deadline, then the subject teacher may contact you; if there is concern about a student meeting or missing a final deadline, then the curriculum deputy will contact you.

Our approach to assignment planning and deadlines is a reflection of the importance of this element of GCSE courses. We will support our students in every way in order to reduce stress and pressure, and hope that you will continue to do so. We would like all our students to write down their controlled assessment deadlines in their planners and discuss these with you so that everyone is aware of where the busy periods will occur during the year. We are unable to extend any of the deadlines and so students must ask for help well in advance of the proposed deadlines if they are concerned.

**It is most important that all students/parents/carers are aware of the regulations about controlled assessment plagiarism and collusion. There are two documents attached to this letter to help you and your son/daughter: 'Coursework: A guide for parents' and 'Notice to Candidates'. These documents can also be found on Latymer Plus. It is a requirement of the Awarding Bodies that we know that you have received this information and agreed to the regulations. I would be grateful if you would please sign and return the reply sheet by Monday 26<sup>th</sup> September 2011.**

If you have any queries about coursework, please contact the Curriculum Deputy.

Yours sincerely

Linda Beskeen, Deputy Head, Curriculum

Jyoti Patel, Examinations Officer

# Year 10 Coursework, Controlled Tests & Assignments Reply Sheet

2011 - 2012

**Student Name: «Forename» «Surname»**

**Form: «Reg»**

We have received and read the letter dated September 2011 containing the following attachments:

- GCSE Science Controlled Practical and Test Procedure in year 10
  - Latymer Coursework Appeals Procedure
  - JCQ Warning to candidates
  - JCQ Information to Candidates about written examinations September 2011
  - Coursework: A guide for parents
  - Coursework Deadlines 2011 – 2012 for Year 10
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- We have read through all the coursework deadlines affecting our daughter/son and are aware that the deadlines are unable to be extended.
  - We agree to the Latymer and Joint Council Coursework Regulations

**Student Signature** .....

**Parent/Carer signature** .....

**Date** .....

Please return this reply sheet to the Small Hall collection tray by

**8:40am on Monday 26<sup>th</sup> September 2011**