



HEADTEACHER

Mark E Garbett MA M.Ed NPQH

Student Name:

Form:

Dear Parent / Carer

September 2011

GCSE CONTROLLED ASSESSMENT 2011 - 2012

Several GCSE subjects have a requirement for assessments taken under controlled conditions at school. The marks for all these contribute to the final GCSE grade. It is important that students keep to deadlines for the submission of coursework and, to assist the planning of their work, the dates are made known to students. A list of dates and assignment descriptions are attached for your information. The same information can be found on the school's internet site (www.latymer.co.uk) and in the year area 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.

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 assessment task
- the need for planning on long term projects
- deficiencies highlighted in the monitoring of assignment preparatory work.

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 assignment 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.

High control tests taken in class are governed by the same regulations that apply to examination conditions. The latest guidance to candidates regarding these regulations is attached.

Our approach to controlled assessment planning and deadlines is a reflection of the importance of this element of GCSE courses. We will support our students as much as we can 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 assignment 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 coursework / assignment 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 and more information can be found on the Year 11 area on the school's learning platform. It is a requirement of the Awarding Bodies that we know that you have received this information and agreed to the regulations.

Therefore will you please sign and return the reply sheet by **8.40am on Tuesday 20th September.**

If you have any queries about controlled assessment, please contact the Deputy Head, Curriculum.

Yours sincerely,

Linda Beskeen, Deputy Head, Curriculum

Jyoti Patel, Examinations Officer

**YEAR 11 COURSEWORK, CONTROLLED TESTS &
ASSIGNMENTS REPLY SHEET**

2011 - 2012

Student Name:

Form:

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

- Yr 11 GCSE Assessed Coursework, Controlled Tests & Assignments letter
- GCSE Science Controlled Practical and Test Procedure in Year 11
- Latymer Coursework Appeals Procedure
- JCQ Warning to candidates
- JCQ Information to Candidates about written examinations September 2011
- Coursework: A guide for parents
- Controlled Assignment Deadlines 2011 – 2012 for Year 11

1. We have read through all the coursework deadlines affecting our daughter/son and are aware that the deadlines are unable to be extended.
2. 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 point

by 8:40AM ON TUESDAY 20TH SEPTEMBER 2011

Controlled Assignment Deadlines 2011/12: Year 11

All dates are approximate & most refer to the week of submission. The subject teachers will inform the pupils of the specific deadline date and the pupils should write these in their planners.

Subject	Completion deadline
Autumn Term	
Art (<i>Project 2</i>) Art (<i>Project 1 & 2 completed</i>) History (2 pieces) Media (Unit 3 essay, practical + portfolio) Drama (<i>Improvisation</i>) English (<i>Extended Reading Prose OR Shakespeare & the Literary Heritage</i>) Business Studies French, German (<i>writing</i>)	20 th October 4pm Wed 14 Dec 2011 4pm Early October & Mid November Week of 12 th December 5 December 17 October 14 October 31 November
Spring Term	
French, German orals Art (<i>Project 3</i>) PE Music (<i>Performance</i>) English (<i>Extended Reading Prose OR Shakespeare & the Literary Heritage</i>) Product Design Textiles Drama (<i>Acting</i>) Music (<i>Composition</i>)	January 5-6 th March 20 February 10 February 5 March 19 March 19 March 21 st /22 nd March 26 March
Summer Term	
French, German, Russian orals Art Exhibition Product Design/Textiles Exhibition	 1 May 2012 24 th April 2012

No formal controlled assessment in these subjects **Latin, Maths and RE**

Controlled assignment & in class tests (ISAs) **Science**

Year 11 GCSE Controlled Assessment

Art

Controlled assessment for Art makes up 60% of the final GCSE grade. Project 2 runs from February in year 10 and finishes on Friday 22nd October 2011. The portfolio should be prepared for presentation at the end of the practice exams. The controlled assessment, which is externally set by the examination board, begins under supervision timetabled during the practice examinations. Pupils then continue with this assignment with guidance and supervision from their teachers. This will culminate in a 10 hour examination in the middle of the Spring Term.

Project 2		Friday 20 th October 2011
Portfolio		Weds 14 th December 2011
Project 3	Exam	Monday 5 th & Tuesday 6 th March 2012
	Exhibition	Tuesday 1 st May 2012

Business Studies

The method of assessment for Unit 2 is the controlled assessment. It is worth 25% of the total marks available in GCSE Business Studies.

Students will research, analyse and evaluate a selected task on enterprise issues: they choose one task from five set by Edexcel. The work is internally assessed.

Researching the task should take approximately two curriculum weeks of time (a maximum of six hours) and can be completed under limited supervision. The writing-up session(s) should take approximately one week of curriculum time (a maximum of three hours) and must be completed under formal supervision (ie students must be in direct sight of the supervisor/invigilator at all times). Students must produce their final write-up of the task individually.

Each task will be marked out of a total of 40, across the following skill areas:

research (12 marks)
present information/data (8 marks)
analysis (12 marks)
evaluation (8 marks).

Drama

Controlled Assessments make up 60% of the final GCSE grade. All controlled assessments are practical. Students will be marked on their Preparation (mark out of 15) and their Performance (mark out of 45). Each controlled assessment will require the students to work in small groups to prepare a final performance of either a scripted, an improvised or a Theatre-in-Education piece.

Improvisation Assessment	Week beginning 5 th December 2012
Acting Assessment	Wednesday 21 st and Thursday 22 nd March 2012

English / English Literature

Controlled Assessment for English makes up 60% of the marks allocated in English Language and 25% of the marks allocated in English Literature.

Language Unit 3 A: Extended Reading Controlled Assessment

Teacher's choice of task
(1200 words); up to 4 hours
w/b 17th October 2011 OR 5th March 2012

Literature Unit 3: The significance of Shakespeare and the English Literary Heritage

Teacher's choice of task
(2000 words); up to 4 hours
w/b 17th October 2011 OR 5th March 2012

Preparation for Controlled Assessments

Pupils will be prepared for Controlled Assessments through the normal course of study (class work and homework) and there is **no need for extra preparation or revision.**

If pupils wish to extend their learning outside the classroom, some suggestions for doing so are outlined below:

Language Unit 3 B: Creative Writing Controlled Assessments

Read examples of the sort of text you have been asked to write (film reviews and opinionated comment pieces) in a variety of publications. You might note down phrases, types of constructions, or writing techniques that the authors use to engage their audience and get their ideas across clearly and persuasively. Of course, reading newspapers and magazines analytically will also help you improve your English more generally.

Language Unit 3 C: Spoken Language Study Controlled Assessment

Your teacher will tell you what sort of public talk you are studying. You might want to find your own examples of video or radio clips in which speakers use spoken English in interesting ways. Once your teacher has introduced you to ways of analysing spoken English, you can practise by writing your own (short) transcripts and analysing the spoken English techniques used and their effects on the listener.

Language Unit 3 A: Extended Reading Controlled Assessment

Your teacher will let you know what your set text is for this assessment at the end of Year 10. Make sure you read it thoroughly when you are asked to. You might like to find a DVD of the book if one exists or to read other novels by the same author. Some people like to keep notes on what happens in each chapter, and how the major characters and themes are presented to help them understand and appreciate the whole novel.

Literature Unit 3: The significance of Shakespeare and the English Literary Heritage

The best way to appreciate Shakespeare is to see it in performance. You could watch one or two film productions of your play(s) or organise to go to see it at the theatre. Make sure you have a good knowledge of the plot and characterisation and the key themes Shakespeare is exploring. You might like to consolidate key passages studied in class by studying Shakespeare's use of language and contextual links carefully.

Modern Foreign Languages (*German/French/Russian*) and Latin

Latin and Russian

For these two subjects there are no controlled assessments. There are internal examinations at the end of year 10 and the whole GCSE is taken at the end of year 11.

French and German

French and German GCSE is now tested by a mixture of examinations and controlled assessments.

The listening and reading skills are tested by examination. The listening examination is worth 20% of the GCSE and is tested by an examination at the end of year 11. There is an end of year 10 listening examination. The reading examination is worth 20% of the GCSE and is tested by an examination at the end of year 11. There is an end of year 10 reading examination.

The speaking and writing skills are tested by controlled assessments. The speaking controlled assessments are worth 30% of the GCSE and the writing controlled assessments are also worth 30% of the GCSE. There is a practice controlled writing assessment in the January/February of year 10. There is a real controlled assessment in both speaking and writing at the end of year 10. This is the first of three controlled assessments in both speaking and writing and by the end of year 11 the teachers will choose the best **two** controlled assessments to submit to the examination board (Edexcel).

There is no coursework as such but individual orals provide the main deadline and are the equivalent of coursework in other subjects. Individual orals for Modern Foreign Languages make up 25% of the final grade. We cannot be precise about dates but either French or German orals usually take place just before the Easter holiday, followed by French or German, and Russian in mid May. Preparation for these is an ongoing process throughout year 11.

History

This is completed in the autumn term of Year 11 and focuses on Britain in the period 1955-75. The first piece is a research activity focussing on the liberalisation of attitudes in this period e.g. the abolition of capital punishment and the legalisation of homosexuality. Under the guidance of their teacher student's research the question and write it up as an essay in controlled conditions. The second piece concerns the way that the 1960s has been represented and is a written response to a variety of sources from the period. Again it is written up under controlled conditions.

Media Studies

Controlled assessment for Media makes up 50% of the final grade. There is one coursework project in year 11 and this is the last of four projects. It will be broken down into two sections: practical and theory. The project will run throughout the Autumn term.

The practical is based around the development of a new video game idea. The pupils will design and make the packaging for the game. In the second stage the pupils will prepare to give a presentation based around their ideas for the marketing of their game. Finally, they will pull together all their rough work, research and notes etc. as evidence of the process they have followed during the unit. The game packaging, the presentation and their 'portfolio' is then assessed as part of their overall coursework package.

Music

Controlled assessment for Music makes up 60% of the final grade. Candidates are required to perform and record one solo and one ensemble piece (in which the candidate plays an un-doubled part) and enter details onto a proforma supplied by the Board. Each performance should last no more than 5 minutes. Performance coursework has to be completed before the February half term in Year 11 and represents 30% of the final grade. Composition coursework is also worth 30%. Candidates are required to submit two compositions, both recorded and in score, from different Areas of Study. Candidates also complete an 'Understanding the Brief' proforma for each composition. The deadline for the completion of composition assignment is just before the Easter holidays in Year 11.

Performance	Friday 10 th February 2012
Composition	Thursday 26 th March 2012

PE

Controlled assessment for PE makes up 60% of the final grade. Candidates will be required to complete an analysing performance task for one of their chosen activities which will take the form of an observational/written task. The purpose of the analysing performance task is to ensure that candidates secured evident that they have both evaluated secured improvement in performance. To achieve this they will be required to apply skills of analysis in a practical situation and also to apply the theory acquired through the programme of study. The task should be either an analysis of a colleague/partner in their chosen activity or a self analysis of performance in a chosen activity.

Science (*Biology/Chemistry/Physics*)

Controlled Assessment for Science makes up 25% of the final grade. Pupils are internally assessed throughout the course on their practical skills (PSA) and are awarded a mark out of 6 by their teachers based on classroom observation. Pupils also complete an Investigative Skills Assignment (ISA) which gives a mark out of 34. The ISA is made up of 3 parts. The first will be a brief introduction to the investigation, setting the context. The second will be in the following double lesson in which pupils carry out a set investigation and obtain data. This data is retained at the end of the lesson. Finally, in the next lesson, the pupils answer a 45 minute exam paper based partly on their data, which is returned to them, and partly on data provided by the examination board.

This paper is marked internally using a scheme provided by the board. ISAs are not all completed by all pupils at the same time, but at a time appropriate to when a suitable topic is being studied. Pupils will do more than one ISA and the best mark is put forward as the final mark. A mark out of 40 is obtained by adding together the PSA and the ISA. Pupils should be aware that they are being assessed on **all** of their practical work in **all** lessons as part of their PSA mark.

If a pupil misses an ISA they will not be able to do it at a later date. However, they will be able to do subsequent ISAs and hence achieve the necessary mark. Nevertheless they would miss a valuable opportunity to achieve a mark that could count for them, and also valuable practice.

Product Design

Coursework for Product Design makes up 60% of the final grade. The coursework project will run from July 2011-March 2012. The project work consists of a 3-dimensional product and a concise design folder which demonstrates appropriate use of ICT. Pupils can choose the theme or area for their project in negotiation with the teacher. It is recommended that 40 hours of lesson time be devoted to the project. During this time the pupils will identify, research, design, manufacture, test, evaluate and modify a solution or solutions to the problem they have chosen.

Textiles

Coursework for Textiles makes up 60% of the final grade. The project will run from May 2011-March 2012. It is recommended that 45 hours of lesson time plus homeworks are spent on the project. The pupils will choose a theme from either Interior Design or Fashion and Accessories in negotiation with their teacher. They will research, design, manufacture, test and evaluate a product suitable for the chosen theme. Appropriate ICT skills will be demonstrated throughout the design folder.