

# Queen Elizabeth High School Ysgol Uwchradd Y Frenhines Elisabeth

4 October 2011

Dear Parent/Carer

I am writing to advise you of the upcoming Controlled Assessment Tasks that are taking place in many GCSE subjects and which will affect most students in Years 10 and 11.

Controlled Assessment Tasks have replaced traditional GCSE coursework and are subject to strict rules and procedures which are laid down by the Awarding Bodies who govern the examination system. Although the precise arrangements and requirements differ from subject to subject, the tasks contribute between 25% and 60% of the final GCSE grade and, as such are very important.

Unlike the old coursework however, the tasks are all completed in school during the students' normal lessons and under varying levels of control which influence the amount of help that can be given by the teacher and contact with other students. In many cases, the final phase of a task is completed under strict examination conditions and the work must remain in school at all times. For these reasons, it is absolutely imperative that every attempt is made by students to attend school and to be in lessons during these tasks. No permission will be granted to pupils to undertake any other activity in school when they should be taking the tasks in a given subject. It is also important that any absence through illness from a Controlled Assessment session is supported by a note or it may not be possible for students to be given time to catch up.

In an attempt to spread the load of Controlled Assessment tasks for students, we have, with the co-operation of subject leaders, drawn up a calendar which is printed on the reverse of this letter for your information.

Please do not hesitate to contact your child's respective Head of Learning if you require any further information but you might also find it useful to visit [www.wjec.co.uk](http://www.wjec.co.uk) and follow the links to Controlled Assessment and also relevant subjects for specific arrangements in each GCSE area.

Yours sincerely

P A Carter  
Deputy Headteacher



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