

B I S H O P



R A M S E Y

Church of England School
Headteacher: Mr A J Wilcock MA (Cantab)

13th February 2014

Dear Parent/Carer

**Business Studies GCSE Unit 2 Controlled Assessment –
The 'Write Up' and Revision Workshops**

This letter is in part a follow up letter to the one sent just before Christmas.

Business Studies GCSE external assessment is undertaken in three stages. Firstly the students complete an internally assessed piece of written work for Unit 2 'Investigating a Small Business' which is under Controlled Assessment procedures. Following this in the June examination series they will take a 45 minute examination for Unit 1 'Introduction to Small Business'. Each of these two assessments represents 25% of the overall GCSE mark and together 50%. Also in June the students will sit a further examination, Unit 3, worth 50% of the overall GCSE which will be assessed by means of a 90 minute examination.

The Unit 2 'Investigating a Small Business' assessment was started on 20th January 2014. The initial research phase is now complete. At the time of the last letter, I said I would get back to you about when the 'Write Up' phase would start. This phase is a maximum of three hours, essentially three class lessons, in strictly supervised and invigilated circumstances. It is planned this will start in the students' second lesson back after half term and run in three consecutive lessons from there onwards.

In preparation for this the students are expected to ensure they have all the relevant research materials, either digitally emailed or in hard copy, with them at the start of the first lesson.

Some of the preceding lesson time will be used to prepare them for the rigours and requirements of this assessment. They will also receive a booklet to work through in the lessons, part of which is expected to be completed for homework over half term. Please encourage them to do this.

Further to this, shortly after the controlled assessment is finished, we intend to offer at least one revision workshop per week after school. Initially this will focus on the Unit 1 assessment based on the Year 10 specification. The teachers concerned will actively encourage students who have been found to need this help to attend.



Hume Way • Ruislip • Middlesex HA4 8EE • Telephone: 01895 639227 • Facsimile: 01895 622429
email: office@bishoprampseyschool.org • www.bishoprampseyschool.org

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Finally during the next week new digital textbooks will be made available on Fronter to assist the students with revision. These will also be used as a source for homework tasks.

Should you have any questions on these matters, please do not hesitate to contact me or any of the Business Studies subject teachers.

Yours faithfully

A handwritten signature in black ink, appearing to be 'D Carter', with a long horizontal flourish extending to the right.

Mr D Carter
Head of Business Studies and Economics