

# Circular S/IF/72/18

November 2018

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To: Heads of Department for GCSE Business Studies

For circulation to: Business Studies Teachers and Examination Officers

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## GCSE Business Studies

### Accessing Booklet B: Controlled Assessment Task

In February 2019 your Examinations Officer will be receiving a CD with instructions from us on how to access Booklet B and the Mark Scheme when appropriate. They are required to keep this information and any documentation confidential at all times.

When it is available, (and **only** when Booklet A has been completed by candidates), teachers can request Booklet B to photocopy for their class.

**Only** when Booklet B has been completed can the mark scheme be requested from the Examinations Officer.

Candidates work in Booklet A and Booklet B **must** be individual work and should always be stored securely.

Please read the guidelines in the specification with regards to controlled assessment requirements, and use the support materials and guidance already provided to assist you in completion of the task.

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If you have any queries regarding the content of this circular please contact:

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