

Circular S/IF/46/19

August 2019

To: Heads of Department and Teachers of GCSE Business Studies

For circulation to: GCSE Business Studies Departments

GCSE Business Studies Unit 3: Controlled Assessment Conducting the Controlled Assessment

Booklet A

In the first entry for this unit it was noted that there were instances where candidates had been provided with photocopied pages of questions and answers for the primary research element and these had been inserted into the candidates' task. This must be avoided in future as it may be regarded as over-direction by the teacher and is contrary to the criteria set for carrying out the Controlled Assessment.

Candidates are required to re-write the photocopied material in their own individual style and subsequently write up their own set of results.

Similarly for the secondary research, it is important that teachers encourage all candidates to carry it out **independently**, and should **not** provide them with pre-printed material in order to gain research evidence.

If there are similar instances of over-direction in the 2020 series they may be considered as malpractice.

Booklet B

It is also vital that candidates complete Booklet B under **formal controlled** conditions.

Centres must ensure that candidates understand what they need to do to comply with the regulations for non-examination assessments as outlined in the JCQ document Information for candidates - non-examination assessments -

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

All the guidelines for carrying out controlled assessment must be adhered to.

Further Advice

The Principal Moderators report provides additional useful guidance on conducting the research, so please review it carefully. There will also be agreement trials in the autumn term which will be an opportunity to discuss any outstanding queries. Details of these and how to register will be on the CCEA website in late September.

Thank you for your attention to these matters.

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

Jill Armer at CCEA on: (028) 9026 1200 ext: 2426

Email: jarmer@ccea.org.uk

