

# Circular S/IF/19/25

April 2025

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**To:** The Principals of Post-primary Schools and Directors of Further and Higher Education

**For circulation to:** All Heads of Department and Examination Officers for Business and Communications Systems

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## GCSE Business and Communications Systems Sample Coversheets

The cover sheets for Unit 3 Controlled Assessment 'Let's Explore NI' and 'Sport' are now available on [ccea.org.uk/business-communications-systems](https://ccea.org.uk/business-communications-systems). Please select the 'Assessment' tab and then Unit 3 Support.

<https://ccea.org.uk/key-stage-4/gcse/subjects/gcse-business-communication-systems-2017/assessment>

Please record the marks for Task 1 Project Plan, Task 2 ICT application and Task 3 Evaluation.

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

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