

GCSE Business Studies

Important Guidance
on the presentation
of the
GCSE Business Studies
Controlled Assessment
Unit 3

Booklet A (on CCEA microsite)

Where the booklet has indicated that there are lines, boxes or tables to be filled in for Booklet A – these should be handwritten. However some research aspects may be either handwritten or word processed dependent on school resources.

So looking at **Booklet A** specifically for assessment in May 2019, the following applies:

- Front Cover – handwritten
- Page 3 – Aim –handwritten
- Page 4 – Action Plan – handwritten
- Page 5, Section 3 – word processed or handwritten
- Page 6 – Section 4 – handwritten
- Rest of research required as indicated on this page could be handwritten or word processed
- Page 7, Section 5 – handwritten (extra pages if required)

Booklet B (available each February, from 2019)

- Will be provided to pupils for the agreed hour to complete, **only** once Booklet A has been completed and marked.
- **Booklet B** must be handwritten – with no access to computers etc to ensure work is individual. Additional pages can be supplied to pupils if required to complete the requirements of Booklet B.