

Controlled Assessment guidance

GCSE Business Studies and
GCSE Business and Communication Systems



Controlled Assessment is the new GCSE Business Studies and Business and Communication Systems form of internal assessment. At AQA, we are providing teachers with an overview of the Controlled Assessment process to give you the support you need to make a smooth transition into the new internal assessment process.

The Controlled Assessment process has three stages:

- **task setting**
- **task taking**
- **task marking.**

Each stage has a control level (High, Medium or Low), which has been defined by QCA for all awarding bodies.

For more information on GCSE Business Studies and Business and Communication Systems see aqa.org.uk/business2009



Section A: Task setting

Level of control: High

- Business Studies Short Course (4131) Unit 14 for submission in 2010 will be published in autumn 2009.
- Business Studies Short Course (4131) Unit 14, Business Studies (4133) Unit 3 and Business and Communication Systems (4134) Unit 10 for submission in 2011 will be published in January 2010.
- In subsequent years the tasks will be published in January of the previous year.

You must ensure that you give candidates the tasks appropriate to the year of submission for the Controlled Assessment unit in question.

Section B: Task taking

Level of control: Medium

Research may be completed under **limited supervision**. This means that, whilst candidates can carry out research at home (using the Internet, etc), any material collected or produced as a consequence will not contribute directly to assessable outcomes. Candidates should avoid including significant amounts of unnecessary research material and, instead, be more focussed in their selection of relevant research.

Feedback to candidates

You can review research material and provide **generic advice** to ensure the work is appropriately focussed. Whilst candidates may be guided as to the approach they may wish to adopt, the outcome must remain their own. Your advice can:

- be provided orally or in writing
- be used to evaluate progress to date
- propose suggested **broad** areas for improvement.

Any support or feedback given to individual candidates which **has not been provided to the class as a whole** must be clearly recorded on the Candidate Record Forms.

Time limits

Candidates should spend between **5 and 8 hours** researching their task. You should **not** record this time but you should encourage candidates not to exceed the approximate time allocation.

Working with others

Whilst working with others should be encouraged where possible, it is your responsibility to ensure that the work of each individual candidate (who has worked as part of a group) is their own, unaided work and can be assessed as such.

Use of resources

Candidates can use resources provided by your centre. If any candidates require special equipment, your Exams Officer should contact our Exams Office Support for guidance.

Analysis and evaluation of findings may be completed under informal supervision. Candidates can gather the necessary research material and analyse this research under supervised conditions.

It is this:

- analysis
- selection of suitable research material

which will count towards the assessable outcome. The research material can include candidate prepared notes and writing templates but should not include prepared answers.

Candidates for Business Studies should spend about **3 hours** in writing up their findings. Candidates for Business and Communication Systems should spend about **4 hours** in writing up their findings. This time may be divided into more than one session, if you:

- collect all materials at the end of each session
- keep all materials under secure conditions
- return materials to candidates at the beginning of the next session.

You are **not** allowed to give feedback to candidates at this time.

Work submitted for final assessment may not be revised. When reviewing work submitted for final assessment you must not give further advice about it to candidates.



Appendices

- Any research carried out or calculations made during the research stage can be included in the final piece of work as an appendix.
- This should be referred to within the main body of the work to support any evaluation.
- Any data included in an appendix that is not referred to in the main body of the work will not contribute to the mark awarded.

Section C: Task marking

Level of control: Medium

You should mark the Controlled Assessment using the assessment criteria in our Specification.

We will moderate the work in accordance with QCA Code of Practice requirements.

- Exemplar material will be provided to centres as part of our ongoing commitment to provide support in this area.
- Once teaching of the Specification is underway, the availability of additional exemplar material will become more frequent.

We are here to help you

If you would like further information or advice please contact the AQA Business and Communication Systems department at:

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