

B I S H O P



R A M S E Y

Church of England School
Headteacher: Mr A J Wilcock MA (Cantab)

12th June 2015

Dear Parent/Carer

GCSE Business Studies: Unit 2 Controlled Assessment

The students are about to commence with their Business Controlled Assessment task.

GCSE Business Studies external assessment is undertaken in three stages.

- The students complete Unit 2, 'Investigating a Small Business', an internally assessed report task.
- At the end of Year 11 in the June examination session they will take Unit 1 'Introduction to Small Business', a 45 minute multiple choice examination.

Each of these two assessments represents 25% of the overall GCSE mark and together 50%.

- In addition there will be a further assessment in Year 11, Unit 3, 'Building a Business' which comprises 50% of the overall GCSE which is assessed by means of a 90 minute examination.

Unit 2 'Investigating a Small Business' assessment will start in the week commencing 22nd June 2015 and consists of:-

- a research phase – approximately three weeks of curriculum time (a maximum of six hours of lesson time. The six hours can and should incorporate time spent at home as primary research is expected and is difficult to do in school.

The teacher acts as a facilitator and is only providing general guidance. The students are expected to be self directed and work independently.

- a write up phase – a maximum of three hours, essentially three class lessons in ICT rooms.

This is in strictly supervised and invigilated circumstances.



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In preparation for this assessment the students will be given a list of five possible tasks they can attempt and have been asked to discuss it with their parent/carer. The purpose of this is to give guidance on the choice and to help in identifying a suitable business to investigate.

It is recommended that the business be a small, independently run business. Typically this can be a nail bar, sports club, self-employed accountant or small engineering firm. However, the student will need to have access to the manager or owner so the primary research can be gathered. The research could come in the form of an interview or questionnaire of the customers or whatever is appropriate to address the task.

The initial research phase will be only four of those six lessons to allow time for reflection and the collecting of primary research before completing the remaining two lessons in the new academic year. The student is expected to create a research folder in digital and/or hard copy which they will be able to use to help them answer the task in the write up phase.

Following the research phase completion in the new year, there will be a short gap where the students will be given further guidance on how to prepare the 'write up'. This will involve working through a booklet which is expected to be completed for home. Please could you help us by encouraging them to complete it.

Additionally, to enable the students to prepare some secondary research and aid future revision a digital textbook for both Year 10 and Year 11 courses is available on Fronter and the students know how to access it.

Should you have any questions on these matters, please do not hesitate to contact me at dcarter27.312@lgflmail.org.

Yours faithfully

A handwritten signature in black ink, appearing to be 'D Carter', with a long horizontal flourish extending to the right.

Mr D Carter
Head of Business Studies and Economics