



GCSE QUALIFICATIONS  
Controlled Assessment  
Guide

controlled  
assessment



## Foreword

These materials provide information on the new controlled assessment arrangements for GCSE specifications.

The information is based on that published in our revised GCSE specifications and the current regulations for controlled assessment. We will notify centres in writing of any major changes to these regulations and also publish changes on our website at [www.ccea.org.uk](http://www.ccea.org.uk)

The materials provide information on:

- Controlled Assessment Overview;
- Task Setting;
- Task Taking;
- Task Marking;
- Which CCEA Specifications have Controlled Assessment;
- Question and Answers on Controlled Assessment; and
- Contact Information.

For further information on the introduction of Controlled Assessment visit [www.ccea.org.uk/regulation](http://www.ccea.org.uk/regulation)

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# Contents

Foreword	(i)
<b>Section 1:</b>	<b>5</b>
Controlled Assessment Overview	7
- Task Setting Explained	8
- Task Taking Explained	9
- Task Marking Explained	10
- Which Specifications have Controlled Assessment	12
<b>Section 2:</b>	<b>13</b>
Questions and Answers on Controlled Assessment	15
<b>Section 3:</b>	<b>19</b>
Terminology	21
<b>Section 4:</b>	<b>23</b>
Levels of Control: Specifications with 25% Controlled Assessment	25
Levels of Control: Specifications with 60% Controlled Assessment	27
<b>Section 5:</b>	<b>39</b>
Contact Information	41





# Section 01

## Controlled Assessment Overview





# Controlled Assessment Overview

Controlled assessment is a new approach for those GCSE subjects which require internal assessment. It is a tightening of the circumstances in which candidates, over a period of time, complete those aspects of the subject which are usually marked by their teacher.

Important processes in coursework, now referred to as 'controlled assessment', relate to:

## Setting Tasks

To ensure that tasks are valid and reliable by making them less predictable and formulaic.

## Taking Tasks

To control the circumstances under which tasks are taken to address issues of authentication of the work.

## Marking Tasks

To ensure high-quality teacher judgements are made when teachers assess candidates' work.

For each of the above processes, different levels of control are possible. These are defined as:

- **high;**
- **medium;** and
- **Low/limited.**

For example, a high level of control for each process would be very similar to an existing examination.

Within any subject, varying levels of control are likely to be required across the three processes.

Controlled assessment regulations set out the level of control at each process for individual subjects. The aim is to address issues of authenticity, plagiarism and comparability of process and demand across specifications in the same subject offered by different awarding bodies.

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## **Task Setting Explained**

The levels of control for task setting are:

- high,
- medium, and
- low/limited.

### **A High Level of Control for Task Setting**

We set the task(s).

### **A Medium Level of Control for Task Setting**

We provide a task(s) that can be adapted by the teacher.

### **A Low/Limited Level of Control for Task Setting**

The teacher sets the task(s) according to criteria provided by us.

Some specifications require teachers to submit the titles to us.

There are also some specifications that offer teachers a choice, for example:

- choose from exemplar tasks provided by us;
- create a task of choice; or
- adapt a task provided by us.

To ensure that the tasks continue to set an appropriate challenge, we will;

- replace the task every year for specifications with 25% controlled assessment;
- review the task, as a minimum, every two years for specifications with 60% controlled assessment.



## Task Taking Explained

The main issue for centres relates to the level of supervision required when candidates are completing their controlled assessment tasks.

The level of supervision varies for individual subjects and is defined in each specification.

### Formal Supervision (High Level of Control)

- With this level of control, candidates' work must be completed under direct supervision. This might be the candidates' teacher or another person nominated by the centre.
- For most specifications, candidates do not have to complete their work in one sitting, unlike an external examination. Section 6 of each specification details the subject specific requirements.
- Formal supervision usually happens during the final stages of the work when candidates write up the results of preparatory work or research and present the outcome for assessment. When this takes place over a number of sessions, candidates' work should be collected, stored securely and redistributed as necessary.

### Informal Supervision (Medium Level of Control)

- With this level of control, candidates can work on their own with some guidance by the teacher. In some subjects, for example **art and design**, and **music**, it may be necessary for candidates to complete part of the assessment outside the classroom.
- Whatever arrangements are made, the teacher or supervisor must be able to state that what each candidate has presented for assessment is the candidate's own work. This can be assured by close supervision of portfolio work which may have been:
  - started in class and completed in the candidate's own time, or
  - started outside the classroom and completed by the candidate in class.

In either case, the amount of work carried out during class time should be sufficient for the teacher or supervisor to determine each candidate's capability in relation to what is presented for assessment. An analytical discussion with the candidate about his/her work would be one method of ensuring authenticity.

### Limited Supervision (Low Level of Control)

- With this level of control, candidates undertake work without teacher supervision.
- Candidates may undertake research and preparatory work which will inform, but should not be included in, the final piece of work presented for assessment.

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## **Task Marking Explained**

Most tasks for individual specifications are marked with a medium level of control. This means that the tasks are internally marked by centres and externally moderated by us.

There are some tasks within a small number of specifications which are marked with a high level of control. This means that the tasks are marked by us.


Information on the level of control for individual subjects is in Section 04, page 27 of this publication.



## Which Specifications have Controlled Assessment

100% external examination / no controlled assessment:	75% external examination / 25% controlled assessment:	40% external examination/60% controlled assessment:
<ul style="list-style-type: none"> <li>• Economics</li> <li>• Religious Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Business and Communication Systems</li> <li>• Business Studies</li> <li>• Geography</li> <li>• History</li> </ul> <p>These subjects have:</p> <ul style="list-style-type: none"> <li>• one controlled assessment task which may have different parts to it; and</li> <li>• a written submission which has approximately 2000 words.</li> </ul> <p>We will change the task every year.</p>	<ul style="list-style-type: none"> <li>• Applied Business</li> <li>• Art and Design</li> <li>• Construction and the Built Environment</li> <li>• Drama</li> <li>• Engineering</li> <li>• Health and Social Care (Single and Double Award)</li> <li>• Home Economics</li> <li>• Home Economics: Child Development</li> <li>• Hospitality</li> <li>• Journalism in the Media and Communications Industry</li> <li>• Languages</li> <li>• Learning for Life and Work</li> <li>• Leisure and Tourism</li> <li>• Manufacturing</li> <li>• Motor Vehicle and Road User Studies</li> <li>• Moving Image Arts</li> <li>• Music</li> <li>• Physical Education</li> <li>• Technology and Design</li> </ul> <p>These subjects:</p> <ul style="list-style-type: none"> <li>• may have up to three separate tasks, each with a 20% weighting; and</li> <li>• have approximately fifteen hours preparation for each 20% task, excluding teaching and learning time.</li> </ul> <p>We will review the tasks, at minimum, every two years.</p>





# Section 02

## Questions and Answers on Controlled Assessment

The Joint Council for Qualifications (JCQ) is currently developing instructions for conducting controlled assessment.

The following information is our understanding of instructions provided to date. Our guidance will be reviewed in light of further JCQ instructions.





# Questions and Answers on Controlled Assessment

## 1. How will controlled assessment impact on learning and teaching?

Teachers should see controlled assessment as an integral part of the delivery of the course. It should not be seen as a separate activity.

As candidates sit the task within a given timeframe there will be no need to continue to work on it to improve their submission. They will also know:

- when the task will take place;
- how long the task will take; and
- what the objectives are.

## 2. Will controlled assessment impact on timetabling?

Most of the controlled assessment will take place within the classroom during normal teaching time.

If individual teachers or centres are following a linear course, then they need to make sure that all the components are completed by the end of the course.

If teachers or centres are following a unitised course, then they can be more flexible and structure the course delivery to suit their candidates' needs.

## 3. Can candidates draft and redraft their work?

When drafting skills are being assessed, mark schemes will clearly give credit for drafting/redrafting work. Therefore, candidates' work should show evidence of work having been drafted and redrafted.

When drafting is not one of the skills being assessed, teachers may review candidates' work and may provide advice at a general level.

Teachers must not provide detailed and specific advice on how drafts could be improved to meet assessment criteria.

## 4. When research is required, when can candidates make a start?

This depends on the specification. Usually, candidates can start their research as soon as the teacher has the task.

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## 5. If a candidate wants to re-sit a controlled assessment unit what are the regulations?

### Units not yet submitted to CCEA;

At the discretion of a centre candidates who wish to re-do a controlled assessment unit before the marks have been sent to us can do so as long as the following conditions are met;

#### Controlled Assessment under Formal supervision conditions:

- Candidates must do a different task available from the examination series in question.
- The work must be undertaken in a new period of formal supervision.
- Candidates must not be allowed to make another attempt at the same task.

**Note.** Candidates may re-use the research carried out for the original task.

#### Controlled Assessment tasks taken under Informal supervision conditions:

- Candidates may make amendments to their work in the light of feedback from their teacher.
- The feedback must be in line with the requirements of the specification and any additional instructions issued by JCQ on task taking.
- Candidates must not be allowed to make amendments after the work has been submitted for final assessment by the teacher.

### Units submitted to CCEA;

Candidates who wish to re-sit a controlled assessment after it has previously been submitted may make another attempt at the task if it is still available within that examination series. The work presented for assessment must be entirely new and carried out under the level(s) of control specified in the specification. Candidates must not be allowed to amend the work which was submitted previously.

**Note.** Candidates may re-use the research carried out previously.

## 6. If a candidate wants to re-sit a GCSE Qualification what are the regulations regarding controlled assessment units previously taken?

It is a pre-requisite that the candidate must meet the terminal requirement rule by re-taking units contributing to at least 40% of the assessment in the final series.

In some cases controlled assessment units can contribute to this 40% terminal requirement in GCSE. If a candidate wishes to re-take a GCSE qualification, he/she may re-use the result of any unit, including that of a controlled assessment unit.



The results from this final series will count towards the new award, even if the candidate has a better result from a previous series.

## **7. How will CCEA ensure adherence to the regulations?**

It is the responsibility of the head of centre to ensure that the subject leaders adhere to the procedures for setting, taking and marking the task(s), as appropriate to the specification.

Any breaches of the regulations for the setting, supervision, authentication and marking of coursework may constitute maladministration as defined by JCQ. For further information and access to the current documentation go to [www.jcq.org.uk](http://www.jcq.org.uk)

## **8. Can candidates work in groups to complete their controlled assessment task?**

In many specifications, candidates can work in groups, for example to gather information. However, they must produce an individual response that can be assessed.

## **9. If a candidate is absent for any period of time during the task taking, where a time limit is given, how can this be managed?**

If a candidate is absent or misses allocated controlled assessment time they can sit the task or work on it at another convenient time, providing that the controlled assessment supervision requirements for the specific subject(s) are met.


## **10. Where can I find more information on Controlled Assessment?**

- Within the revised Specification for each subject in:
  - Section 6
  - The Appendix.
- Within the revised Specimen Assessment Materials for each subject.
- Subject microsites at [www.ccea.org.uk](http://www.ccea.org.uk)
- By contacting our specification support officers, see page 43 for details.

We are developing subject specific controlled assessment support and also a dedicated controlled assessment microsite.

Teachers should familiarise themselves with the JCQ instructions on conducting controlled assessments which will be published in September.





# Section 03

Terminology






## Terminology

Term	Definition
<b>Component</b>	<p>A discrete, assessable element within a controlled assessment/qualification that is not itself formally reported and for which we record the marks.</p> <p>May contain one or more tasks.</p>
<b>Controlled Assessment</b>	<p>A form of internal assessment where the control levels are set for each stage of the assessment process: task setting, task taking, and task marking.</p>
<b>External assessment</b>	<p>A form of independent assessment in which question papers, assignments and tasks are set by us, taken under specified conditions (including detailed supervision and duration) and marked by us.</p>
<b>Formal supervision (High level of control)</b>	<p>The candidate must be in direct sight of the supervisor at all times. Use of resources and interaction with other candidates is tightly prescribed.</p>
<b>Informal supervision (Medium level of control)</b>	<p>Questions/tasks are outlined, the use of resources is not tightly prescribed and assessable outcomes may be informed by group work.</p> <p>Supervision is confined to:</p> <ul style="list-style-type: none"> <li>• ensuring that the contributions of individual candidates are recorded accurately; and</li> <li>• ensuring that plagiarism does not take place.</li> </ul> <p>The supervisor may provide limited guidance to candidates.</p>
<b>Limited supervision (Low level of control)</b>	<p>Requirements are clearly specified, but some work may be completed without direct supervision and will not contribute directly to assessable outcomes.</p>

Term	Definition
<b>Mark scheme</b>	<p>A scheme detailing how credit is to be awarded in relation to a particular unit, component or task.</p> <p>Normally characterises acceptable answers or levels of response to questions/tasks or parts of questions/tasks and identifies the amount of credit each attracts.</p> <p>May also include information about unacceptable answers.</p>
<b>Task</b>	<p>A discrete element of external or controlled assessment that may include examinations, assignments, practical activities and projects.</p>
<b>Task Marking</b>	<p>Specifies the way in which credit is awarded for candidates' outcomes.</p> <p>Involves the use of mark schemes and/or marking criteria produced by us.</p>
<b>Task Setting</b>	<p>The specification of the assessment requirements.</p> <p>Tasks may be set by us and/or teachers, as defined by subject-specific regulations.</p> <p>Teacher-set tasks must be developed in line with requirements specified by us.</p>
<b>Task Taking</b>	<p>The conditions for candidate support and supervision, and the authentication of candidates' work.</p> <p>Task taking may involve different parameters from those used in traditional written examinations. For example, candidates may be allowed supervised access to sources such as the internet.</p>
<b>Unit</b>	<p>The smallest part of a qualification that is formally reported and can be separately certificated.</p> <p>May comprise separately assessed components.</p>



# Section 04

Levels of Control

# 25%

## Levels of Control : Specifications with 25% Controlled Assessment

Levels of Control : Specifications with 25% Controlled Assessment			
Subject	No of Tasks	Task Setting	Authenticity
<b>Business and Communication Systems</b>	1 (6 sub-tasks)	<b>High</b> issued May of year 11	<b>Unit 3: Sub-Tasks</b> <ul style="list-style-type: none"> <li>• planning: limited supervision</li> <li>• research: limited supervision</li> <li>• PowerPoint presentation: formal supervision</li> <li>• evaluation of E-commerce sites: limited supervision</li> <li>• development of website: formal supervision</li> <li>• evaluation: formal supervision</li> </ul>
<b>Business Studies</b>	1	<b>High</b> issued May of year 11	<b>Unit 2:</b> <ul style="list-style-type: none"> <li>• research: limited supervision</li> <li>• report: formal supervision</li> </ul>
<b>Geography</b>	1	<b>High</b> issued May of year 10	<b>Unit 3:</b> <ul style="list-style-type: none"> <li>• research and data collection: limited supervision</li> <li>• analysis and evaluation of findings: formal supervision</li> </ul>
<b>History</b>	1	<b>High</b> issued June every year starting June 2010	<b>Unit 3:</b> <ul style="list-style-type: none"> <li>• research: limited supervision</li> <li>• preparation for writing, analysis and evaluation: formal supervision</li> </ul>



Task Taking		Task Marking	Availability of Controlled Assessment
	Time/Word Limit		
	Sub-Tasks 1. 1-2 hrs 2. 2-4 hrs 3. 3-4 hrs 4. 4-4 hrs 5. 5-8 hrs 6. 6-8 hrs	<b>Medium</b>	Summer Only Terminal
	<b>Unit 2:</b> • research: 12 hrs • report: 3 hrs (within 4 weeks of completing research)	<b>Medium</b>	Summer Only Terminal
	<b>Unit 3:</b> • collection of primary data: max 6 hrs • preparation and write up: max 12 hrs report: max 2,000 words (including introduction, methodology, data processing, and data presentation) • final four sections of the report: max 6 hrs (including analysis of results, interpretation of the results, conclusions, and evaluation) • word limit: 200 words (for complete report)	<b>Medium</b>	Summer Only Terminal
	<b>Unit 3:</b> • introduction and class discussion: 12 hrs • research: 6 hrs • preparation: 6 hrs • communication of analysis and evaluation of findings: 3 hrs	<b>Medium</b>	Summer Only Terminal

# 60%

## Levels of Control : Specifications with 60% Controlled Assessment

Subject	No of Tasks	Task Setting	Authenticity
<b>Applied Business: Single Award</b>	3	<b>High</b> issued January of year 11	<b>Task 1</b> <ul style="list-style-type: none"> <li>research: limited supervision</li> <li>all other elements: formal supervision</li> </ul> <b>Task 2</b> <ul style="list-style-type: none"> <li>all formal supervision</li> </ul> <b>Task 3</b> <ul style="list-style-type: none"> <li>research: limited supervision</li> <li>all other elements: formal supervision</li> </ul>
<b>Art and Design</b>	1	<b>Limited</b> teacher designs tasks using the information in 3.1 of the specification	<ul style="list-style-type: none"> <li>research: limited supervision</li> <li>assessable elements: informal supervision</li> </ul>
<b>Construction and the Built Environment</b>	2	<b>High</b> issued September of year 11	<b>Unit 2: Craft Project</b> <ul style="list-style-type: none"> <li>research: limited supervision</li> <li>assessable portfolio and product: informal supervision</li> </ul> <b>Unit 3: CAD portfolio</b> <ul style="list-style-type: none"> <li>practise skills: limited supervision</li> <li>assessable portfolio: informal supervision</li> </ul>
<b>Drama</b>	2	<b>Limited</b> teacher designs tasks according to our criteria	<b>Tasks 1 &amp; 2</b> <ul style="list-style-type: none"> <li>formal supervision</li> <li>except, research and/or preparation: informal supervision</li> </ul>
<b>Engineering (Single Award)</b>	2	<b>High</b> issued September of year 11	<b>Unit 1</b> <ul style="list-style-type: none"> <li>research: limited</li> <li>assessed portfolio: informal supervision</li> </ul> <b>Unit 2</b> <ul style="list-style-type: none"> <li>practise skills: limited supervision</li> <li>assessed portfolio: informal supervision</li> </ul>



Task Taking		Task Marking	Availability of Controlled Assessment
	Time/Word Limit		
<p><b>Task 1:</b> 20 hrs</p> <p><b>Task 2:</b> 20 hrs</p> <p><b>Task 3:</b> 20 hrs</p>		<b>Medium</b>	Summer Only Terminal
	Up to a maximum of 20 sheets which should represent a minimum of 45 hrs work	<b>Medium</b>	Summer Only Terminal
<p><b>Unit 2:</b> 25 hrs</p> <p><b>Unit 3:</b> 25 hrs</p>		<b>Medium</b>	Every Summer from 2011
<p><b>Tasks 1 &amp; 2:</b></p> <ul style="list-style-type: none"> <li>• minimum of 15 hrs for each task</li> </ul>		<b>Medium</b>	Summer Only Terminal
<p><b>Unit 1</b></p> <ul style="list-style-type: none"> <li>• research: 5 hrs</li> <li>• production of portfolio: 20 hrs</li> </ul> <p><b>Unit 2</b></p> <ul style="list-style-type: none"> <li>• production of task: 25 hrs</li> </ul>		<b>Medium</b>	Summer Only Terminal

# 60%

## Levels of Control : Specifications with 60% Controlled Assessment

Subject	No of Tasks	Task Setting	Authenticity
<b>Health and Social Care (Single Award)</b>	3	<p><b>High</b> 2009-2011 tasks published in specification pg 24 &amp; 25</p> <p>these tasks will be reviewed for candidates starting in 2012</p> <p>teachers will be notified of any task title changes by May 2012</p>	<p><b>Unit SA1: Tasks 1, 2 &amp; 3</b></p> <ul style="list-style-type: none"> <li>• research: limited supervision</li> <li>• all other elements: informal supervision</li> </ul>
<b>Health and Social Care (Double Award)</b>	6	<p><b>High</b> 2009-2011 tasks published in specification pg 28-30</p> <p>these tasks will be reviewed for candidates starting in 2012</p> <p>teachers will be notified of any task title changes by May 2012</p>	<p><b>Unit SA1: Tasks 1, 2 &amp; 3</b></p> <ul style="list-style-type: none"> <li>• research: limited supervision</li> <li>• all other elements: informal supervision</li> </ul> <p><b>Unit DA1: Tasks 1, 2 &amp; 3</b></p> <ul style="list-style-type: none"> <li>• research: limited supervision</li> <li>• all other elements: informal supervision</li> </ul>
<b>Home Economics</b>	2	<p><b>High</b> 2009-2011 tasks published in specification pg 23 &amp; 24</p> <p>these tasks will be reviewed for candidates starting in 2012</p> <p>teachers will be notified of any task title changes by May 2012</p>	<p><b>Units 2 &amp; 3:</b></p> <ul style="list-style-type: none"> <li>• research: limited supervision</li> <li>• practical activity: formal supervision</li> <li>• all other elements: informal supervision</li> </ul>



Task Taking		Task Marking	Availability of Controlled Assessment
	Time/Word Limit		
	<p><b>Unit SA1: Tasks 1, 2 &amp; 3</b></p> <ul style="list-style-type: none"> <li>• maximum 25 hrs in total</li> <li>• <b>Task 1:</b> 10 PowerPoint slides (presentation) &amp; 625 words (evaluating)</li> <li>• <b>Task 2:</b> 1,125 words</li> <li>• <b>Task 3:</b> 1,250 words</li> </ul>	<b>Medium</b>	<p>Every summer from 2010</p> <p>Every January from 2011</p>
	<p><b>Unit SA1: Tasks 1, 2 &amp; 3</b></p> <ul style="list-style-type: none"> <li>• maximum 25 hrs in total</li> <li>• <b>Task 1:</b> 10 PowerPoint slides (presentation) &amp; 625 words (evaluating)</li> <li>• <b>Task 2:</b> 1,125 words</li> <li>• <b>Task 3:</b> 1,250 words</li> </ul> <p><b>Unit DA1: Tasks 1, 2 &amp; 3</b></p> <ul style="list-style-type: none"> <li>• maximum 25 hrs in total</li> <li>• <b>Task 1:</b> 600 words</li> <li>• <b>Task 2:</b> 3,500 words</li> <li>• <b>Task 3:</b> 625 words</li> </ul>	<b>Medium</b>	<p>Every summer from 2010</p> <p>Every January from 2011</p>
	<p><b>Unit 2:</b></p> <ul style="list-style-type: none"> <li>• maximum 25 hrs in total</li> <li>• planning: 1,000 words</li> <li>• preparing and making: 2 – 2.5 hrs</li> <li>• evaluating: 750 words</li> </ul> <p><b>Unit 3:</b></p> <ul style="list-style-type: none"> <li>• maximum 20 hrs in total</li> <li>• identifying issues: 250 words</li> <li>• planning and primary investigating: 1,000 words</li> <li>• drawing conclusions and evaluating: 750 words</li> </ul>	<b>Medium</b>	<p>Every summer from 2010</p> <p>Every January from 2011</p>

# 60%

## Levels of Control : Specifications with 60% Controlled Assessment

Subject	No of Tasks	Task Setting	Authenticity
<b>Home Economics: Child Development</b>	2	<p><b>High</b> 2009-2011 tasks published in specification pg 25 &amp; 26</p> <p>these tasks will be reviewed for candidates starting in 2012</p> <p>teachers will be notified of any task title changes by May 2012</p>	<p><b>Units 3 &amp; 4:</b></p> <ul style="list-style-type: none"> <li>• research: limited supervision</li> <li>• all other elements: informal supervision</li> </ul>
<b>Hospitality</b>	3	<p><b>High</b> 2009-2011 tasks published in specification pg 24 &amp; 2</p> <p>these tasks will be reviewed for candidates starting in 2012</p> <p>teachers will be notified of any task title changes by May 2012</p>	<p><b>Log Book, Meal Task and Function Task</b></p> <ul style="list-style-type: none"> <li>• research: limited supervision</li> <li>• practical activities: formal supervision</li> <li>• all other elements: informal supervision</li> </ul>
<b>Journalism in the Media and Communications Industry</b>	2	<p><b>High</b></p> <p><b>Unit 2:</b> theme/subject of task is originated by candidate</p> <p><b>Unit 3:</b> issued September each year</p>	<p><b>Unit 2</b></p> <ul style="list-style-type: none"> <li>• research and other elements which are not assessed: limited supervision</li> <li>• production of two pieces: formal supervision</li> </ul> <p><b>Unit 3</b></p> <ul style="list-style-type: none"> <li>• research and other elements which are not assessed: limited supervision</li> <li>• production of two scripts: formal supervision</li> </ul>



Task Taking		Task Marking	Availability of Controlled Assessment
	Time/Word Limit		
	<p><b>Unit 3:</b></p> <ul style="list-style-type: none"> <li>• maximum 25 hrs in total</li> <li>• analysis: 250 words</li> <li>• researching: 1,000 words</li> <li>• planning and primary investigating: 1,000 words</li> <li>• drawing conclusions and evaluating: 750 words</li> </ul> <p><b>Unit 4:</b></p> <ul style="list-style-type: none"> <li>• maximum 15 hrs in total</li> <li>• researching: 750 words</li> <li>• planning: 375 words</li> <li>• producing an outcome</li> <li>• evaluating: 375 words</li> </ul>	<b>Medium</b>	<p>Every summer from 2010</p> <p>Every January from 2011</p>
	<p>Minimum 45 hrs in total</p> <p><b>Log Book:</b> 20 supervised hrs</p> <p><b>Meal task:</b> 10 supervised hrs</p> <ul style="list-style-type: none"> <li>• analysing: 200 words</li> <li>• planning, preparing and cooking: 300 words</li> <li>• cooking and budgeting: 500 words</li> <li>• applying health and safety standard and evaluating: 500 words</li> </ul> <p><b>Function task:</b> 15 supervised hrs</p> <ul style="list-style-type: none"> <li>• analysing: 200 words</li> <li>• preparing a plan: 500 words</li> <li>• showing evidence: 500 words</li> <li>• evaluating: 500 words</li> </ul>	<b>Medium</b>	Every summer from 2010
	<p><b>Unit 2:</b></p> <ul style="list-style-type: none"> <li>• production of two pieces: 4 hrs</li> <li>• this does not have to be done in one sitting.</li> </ul> <p><b>Unit 3:</b></p> <ul style="list-style-type: none"> <li>• overall time: 20 hrs</li> <li>• 3 minute News Bulletin: 7 weeks</li> <li>• 2 Minute News Package: 5 weeks</li> </ul>	<b>Medium</b>	Every Summer from 2011

# 60%

## Levels of Control : Specifications with 60% Controlled Assessment

Subject	No of Tasks	Task Setting	Authenticity
<b>Languages (French, German, Irish, Spanish)</b>	4	<p><b>Limited</b> choice for each unit:</p> <ul style="list-style-type: none"> <li>• use a task which we provide (for 2010/11 see pg 24-27 of specification. Subsequent tasks will be issued every two years starting in September 2011</li> <li>• create a task</li> <li>• adapt a task from those which we provide (for parameters see pg 28 of the specification)</li> </ul>	<p><b>Unit 1 speaking &amp; Unit 2 writing</b></p> <ul style="list-style-type: none"> <li>• preparation: informal supervision</li> <li>• final production: formal supervision</li> </ul>
<b>Learning for Life and Work</b>	2	<p><b>High</b> issued September of year 11 and will have a shelf life of two years</p>	<p><b>Units 1 and 2:</b></p> <ul style="list-style-type: none"> <li>• research/investigation: informal supervision</li> <li>• introduction/planning: formal supervision</li> </ul>
<b>Leisure and Tourism (Single Award)</b>	3	<p><b>High</b> issued September of year 11</p> <p>2009-2012 tasks are published in the specification pg 31-35</p>	<p><b>Units 2, 3 and 4</b></p> <ul style="list-style-type: none"> <li>• research: limited supervision</li> <li>• portfolio: informal supervision</li> </ul>
<b>Manufacturing (Single Award)</b>	2	<p><b>High</b> issued September of year 11</p>	<p><b>Unit 1</b></p> <ul style="list-style-type: none"> <li>• research: limited</li> <li>• assessed portfolio: informal supervision</li> </ul> <p><b>Unit 2</b></p> <ul style="list-style-type: none"> <li>• practise skills: limited supervision</li> <li>• assessed portfolio: informal supervision</li> </ul>



Task Taking		Task Marking	Availability of Controlled Assessment
	Time/Word Limit		
	<p><b>Unit 1 speaking: 2 tasks</b></p> <ul style="list-style-type: none"> <li>• per task:</li> <li>• preparation: 3-4 hrs</li> <li>• final production: 4 -6 mins</li> </ul> <p><b>Unit 2 writing:</b></p> <ul style="list-style-type: none"> <li>• preparation: 5-6 hrs</li> <li>• final production: 1 hr</li> </ul>	<p><b>Unit 1 Speaking: Medium</b></p> <p><b>Unit 2 Writing: High</b></p>	Every summer from 2010
	<p>Introduction and planning: approx 4 hrs                      Research/investigation: approx 14 hrs                      Final report writing and evaluation: approx 5 hrs</p> <p>Final submission should be 2,000 words maximum (see separate guidance on controlled assessment for this specification)</p>	<b>Medium</b>	<p><b>Unit 1:</b> Every summer beginning 2010</p> <p><b>Unit 2:</b> Every summer beginning 2011</p>
	<p><b>Units 2, 3 and 4</b></p> <ul style="list-style-type: none"> <li>• a minimum of 10 hrs supervised work for <b>each</b> unit</li> </ul>	<b>Medium</b>	Summer only Terminal
	<p><b>Unit 1:</b></p> <ul style="list-style-type: none"> <li>• research: 5 hrs</li> <li>• production of portfolio: 20 hrs</li> </ul> <p><b>Unit 2:</b></p> <ul style="list-style-type: none"> <li>• production of task: 25 hrs</li> </ul>	<b>Medium</b>	Summer only Terminal

# 60%

## Levels of Control : Specifications with 60% Controlled Assessment

Subject	No of Tasks	Task Setting	Authenticity
<b>Motor Vehicle and Road User Studies</b>	2	<p><b>High</b> issued September of year 11 and will have a shelf life of two years</p>	<p><b>Unit 2</b></p> <ul style="list-style-type: none"> <li>• aim and background: formal supervision</li> <li>• methods of enquiry: informal supervision</li> <li>• findings, analysis and conclusions: formal supervision</li> </ul> <p><b>Unit 3</b></p> <ul style="list-style-type: none"> <li>• formal supervision</li> </ul>
<b>Moving Image Arts</b>	3	<p><b>Unit 1: High</b> after the 1st year teachers can devise their own tasks according to criteria that we provide</p> <p><b>Unit 2: High</b> issued September of each year</p>	<p><b>Unit 1</b> <b>Task 1 and Task 2:</b></p> <ul style="list-style-type: none"> <li>• thinking, planning, and evaluating: formal supervision</li> <li>• making:               <ul style="list-style-type: none"> <li>- filming: limited supervision</li> <li>- editing: formal supervision</li> </ul> </li> </ul> <p><b>Unit 2</b></p> <ul style="list-style-type: none"> <li>• thinking, planning, and evaluating: formal supervision</li> <li>• making:               <ul style="list-style-type: none"> <li>- filming: limited supervision</li> <li>- editing: formal supervision</li> </ul> </li> </ul>
<b>Music</b>	4	<p><b>Medium</b> criteria for setting task is on pg 16 of specification</p>	<p><b>Component 1: two compositions</b></p> <ul style="list-style-type: none"> <li>• some aspects of research, listening and exploration of ideas: limited supervision</li> <li>• compositions: informal supervision</li> <li>• a composition log is used to verify authenticity of the candidates work</li> </ul> <p><b>Component 2: two performances</b></p> <ul style="list-style-type: none"> <li>• informal supervision at regular intervals</li> </ul>



Task Taking		Task Marking	Availability of Controlled Assessment
	Time/Word Limit		
	<p><b>Unit 2</b></p> <ul style="list-style-type: none"> <li>aim and background: approx 2 hrs</li> <li>methods of enquiry: approx 6 hrs</li> <li>findings, analysis and conclusions: approx 15 hrs/ approx 2,000 words</li> </ul> <p><b>Unit 3</b></p> <ul style="list-style-type: none"> <li>preparation time: 30 hrs</li> </ul>	<b>Medium</b>	<p><b>Unit 2:</b> Every summer from 2010</p> <p><b>Unit 3:</b> Summer only Terminal</p>
	<p><b>Unit 1</b> <b>Task 1 and Task 2:</b></p> <ul style="list-style-type: none"> <li>approx 10 hrs for each task</li> </ul> <p>For each task:</p> <ul style="list-style-type: none"> <li>thinking: 200 words</li> <li>planning: 5-10 A4 pages</li> <li>making: 40-60 second moving image product</li> <li>evaluating: 200 words</li> </ul> <p><b>Unit 2</b></p> <ul style="list-style-type: none"> <li>thinking: 400-600 words</li> <li>planning: 10-20 A4 pages</li> <li>making: 2 minute moving image product</li> <li>evaluating: 400-600 words</li> </ul>	<b>Medium</b>	<p><b>Unit 1:</b> Every summer beginning 2010</p> <p><b>Unit 2:</b> Every summer beginning 2011</p>
	<p><b>Component 1: 25 hrs total</b></p> <ul style="list-style-type: none"> <li>total time allotment: 25 hrs</li> </ul> <p>The 25 hours does not include the time candidates spend:</p> <ul style="list-style-type: none"> <li>researching and preparing (which they may complete under limited supervision); or</li> <li>recording their composition</li> <li>appraising portion: 3 hrs max</li> <li>composition portfolio portion: 3-6 minutes total</li> </ul> <p><b>Component 2: 25 hrs total</b></p> <ul style="list-style-type: none"> <li>preparation: 25 hrs total</li> <li>solo performance: 5 mins max</li> <li>ensemble performance: 5 mins max</li> </ul> <p>A different timeline applies to candidates choosing to be assessed DJing/ turntablism</p> <ul style="list-style-type: none"> <li>solo DJing/turntablism: 10 mins max</li> <li>ensemble DJing/turntablism: 10 mins max</li> </ul>	<p><b>Component 1:</b> <b>Medium</b></p> <p><b>Component 2:</b> <b>Visiting Assessors</b></p>	<p>Summer only Terminal</p>

# 60%


## Levels of Control : Specifications with 60% Controlled Assessment

Subject	No of Tasks	Task Setting	Authenticity
Physical Education	4	Limited	<b>Components 2 and 3</b> <ul style="list-style-type: none"><li>• research and preparation: limited supervision</li><li>• all other work: informal supervision</li></ul>
Technology and Design	2	High issued September of year 11	<b>Unit 4:</b> <ul style="list-style-type: none"><li>• research: limited supervision</li><li>• assessed portfolio: informal supervision</li></ul> <b>Unit 5:</b> <ul style="list-style-type: none"><li>• practise skills: limited supervision</li><li>• assessed portfolio and manufactured product: informal supervision</li></ul>



Task Taking		Task Marking	Availability of Controlled Assessment
	Time/Word Limit		
	<p><b>Component 2:</b> minimum 12 weeks</p> <p><b>Component 3:</b> throughout the course</p>	<b>Medium</b>	<p>Summer only</p> <p>Terminal</p>
	<p><b>Unit 4:</b></p> <ul style="list-style-type: none"> <li>• research: 8 hrs</li> <li>• complete assignment: 5 hrs</li> </ul> <p><b>Unit 5:</b></p> <ul style="list-style-type: none"> <li>• research: 5 hrs</li> <li>• produce portfolio: 12.5 hrs</li> <li>• manufacture product: 12.5 hrs</li> </ul>	<b>Medium</b>	<p><b>Unit 4:</b></p> <p>Every summer from 2010</p> <p><b>Unit 5:</b></p> <p>Summer only</p> <p>Terminal</p>





# Section 05

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# CCEA Qualifications with Controlled Assessment

**Applied Business**  
**Art and Design**  
**Business and Communication Systems**  
**Business Studies**  
**Construction and the Built Environment**  
**Drama**  
**Economics**  
**Engineering**  
**French**  
**Geography**  
**German**  
**Health and Social Care (Double Award)**  
**Health and Social Care (Single Award)**  
**History**  
**Home Economics**  
**Home Economics: Child Development**  
**Hospitality**  
**Irish**  
**Journalism in the Media and Communications Industry**  
**Learning for Life and Work**  
**Leisure and Tourism**  
**Manufacturing**  
**Motor Vehicle and Road User Studies**  
**Moving Image Arts**  
**Music**  
**Physical Education**  
**Religious Studies**  
**Spanish**  
**Technology and Design**

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