



January 28<sup>th</sup> 2016

Dear Parent/Guardian,

I am writing to let you know about the arrangements for Controlled Assessment in French GCSE for pupils in Year 10 this term. Your son/daughter is about to complete his/her first controlled assessment and I have outlined the key dates and some planning/ revision techniques that can be employed to ensure the best possible grade is achieved.

Controlled Assessment in French makes up 60% of the final GCSE grade so it is vital that each pupil knows how to get the best out of their preparation and revision and that parents know how best to support them at this time.

Pupils have been asked to prepare for the next assessment by doing some written preparation on the topic of self, family and leisure. Each pupil has an outline in his/her exercise book and support in the form of vocabulary lists and corrected classwork.

The dates for submission of material are as follows.

1. **Monday February 2<sup>nd</sup>**. First draft of written notes handed in to teacher for marking. Pupils can submit handwritten notes or typed notes (these can also be emailed to me [lg-staff.ab@npted.org](mailto:lg-staff.ab@npted.org)).
2. The Controlled assessment task will be given to pupils sometime over the next fortnight. After this time, any work submitted will not be corrected or marked by me as per the WJEC exam board regulations (these can be viewed on the website under French GCSE controlled assessment guidelines).
3. When the task has been shared with pupils, there will be a two week revision period where pupils will need to spend a minimum of 10 hours spread over the fortnight in order to learn the material for the Controlled Assessment test. The date for the test will sent out to you in the form of a text message. Please avoid making any appointments for this day that may prevent your son/daughter from attending school.

### **Revision for Controlled Assessment**

These strategies have been shared with pupils but you can support them by encouraging them to do the following.

- Ensure all work is handed in for marking by February 2<sup>nd</sup> (pupils can then ensure that their work is if a high enough quality to reach their target grade and that there are no serious errors)
- Ensure that pupils understand what they have written in English .

- Use programmes such as textivate.com to aid with breaking text down into manageable chunks for learning (pupils have the password for this and it can be used at home on a PC/mobile or tablet)
- Test your son/daughter by asking them to write out parts of the text without looking at notes (just using key words and a French dictionary for support) and check it against the original version for errors.
- Support your son/daughter by giving them a quiet space to work whilst ensuring they are not putting too much pressure on themselves by working too long or late into the night (little and often is always best).
- Encourage your son/daughter to take advantage of help available in school (after school/lunch hour) where I can test them and offer advice.

I hope you find this information useful and that it will help you and your son/daughter to achieve the best possible results. Please do not hesitate to call or email me if you have any queries or concerns. You can also follow us on twitter @gatwgfrench where I will post advice and useful links.

Thank you for your support and I wish your son/daughter every success in their forthcoming controlled assessment.

Yours sincerely,

Mrs.Alison Ballantine

Curriculum Leader MFL