

French A704 / German A714 / Spanish A724

Controlled Assessment

Writing Management Checklist for Teachers

The two tasks for controlled assessment writing are drawn from **two different topics**.

The two tasks for controlled assessment writing communicate for **two different purposes**.

The two tasks submitted for assessment have been completed under direct teacher supervision.

The Writing Information Form (Teachers) - (GCW934) provides opportunities for candidates to meet the assessment criteria, including the chance to gain marks at the highest level.

The Writing Information Form (Teachers) has been differentiated to meet the needs of individual students as appropriate

Each task of controlled assessment writing is headed with the task title and the task purpose.

Each task of controlled assessment writing has an approximate word count.

For G-D grade ranges, candidates have produced up to 350 words across the two tasks.

For C-A* grade ranges, candidates have produced up to 600 words across the two tasks.

During the preparation time, candidates have had access to the correct reference materials – bilingual dictionaries, internet resources, course books and the candidates' own exercise book/notes.

The final task taking has been completed during one session of between 45-60 minutes.

Each task for controlled assessment is accompanied by the candidates' Writing Notes Form (GCW935) which has been signed and dated by the candidate.

The Writing Controlled Assessment Cover Sheet, the Writing Notes Forms and the two pieces of candidates' work for assessment have been secured by treasury tags.

The teacher (or candidate) has completed the candidate details, task titles and purposes for the two tasks for assessment on the Writing Controlled Assessment Cover Sheet (GCW939).

The teacher(s) has/have signed the Centre Authentication Form (CCS160) which must be submitted with the candidates' work for assessment.