

Dear Parent/Carer

**Re: PSA Controlled Assessment for BTEC Level 2 Digital Information Technology**

In their Information Technology lessons your son/daughter has been learning about collecting, analysing and presenting data in a spreadsheet. In order to demonstrate the skills and knowledge that they have acquired, students will be completing a Controlled Assessment examination. This assessment is worth 30% of your son / daughters overall mark at the end of Year 11.

This Controlled Assessment will take place across 5 different sessions over the next half term. Students will be working on their skills in lessons and then need to complete a project in exam conditions during the times outlined below. The timings for this project are incredibly tight so students will need to ensure that they are working at their highest level in order to complete all of the tasks to the best of their ability.

In order to support your son/daughter with this, I have included the dates and timings of the Controlled Assessment sessions with this letter. Please can you ensure that your child is in school at these times as if they miss the sessions they will have to catch up after school, between 3.15pm and 5.15pm.

It is incredibly important that students attend these sessions, as they will not be able to move on to the next task without having completed the previous one and therefore all tasks need to be completed on time.

The sessions have been planned to take place during a scheduled IT lesson and one additional lesson so that there is as little disruption to the rest of your child's timetable as possible.

The dates and times are as follows:

Session	Date	Time	Session	Date	Time
1	Fri 3rd Nov	11.25 - 1.15	4	Wed 29th Nov	11.25 - 1.15
2	Mon 13th Nov	11.25 - 1.15	5	Thu 7th Dec	11.25 - 1.15
3	Mon 20th Nov	11.25 - 1.15			

Thank you in advance for your support with this. If you have any questions or concerns, please do not hesitate to contact me.

Yours sincerely



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