

Dear Parent/Carer

**Re: PSA Controlled Assessment for BTEC Level 2 Creative Media Production**

In their Media lessons your son/daughter has been learning about the investigation and analysis of media texts. 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.

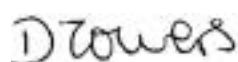
It is incredibly important that students attend these sessions, as they will not be able to move on to the next task without having completed the previous one and therefore all tasks need to be completed on time.

The dates and times are as follows:

Session	Date	Time	Session	Date	Time
1	Thurs 22 Feb	9.15 - 11.05	4	Thurs 21 March	9.15 - 12.30
2	Fri 23 Feb	9.15 - 11.05	5	Fri 22 March	9.15 - 12.30
3	Mon 18 March	9.15 - 12:30			

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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