

Dear Parent / Carer,

I am writing to inform you about the controlled assessment for writing that has just been set for your child in Modern Foreign Languages (MFL). This assessment is worth 15% of your child's overall GCSE grade and it is, therefore, particularly important that they prepare for it adequately. This letter aims to help you to support your child in his/her preparation by answering some frequently asked questions regarding controlled assessments in MFL.

Your child has already been given a copy of the task which they should have attached into their exercise book – an electronic copy is attached with this letter, additionally the task can be found at the following link:

<http://mflhinchbrook.wikispaces.com/Controlled+Assessment+Writing+3>

Each controlled assessment has strict rules surrounding it which have been set by the examination board (Edexcel), the guidance below aims to answer any questions that you or your child may have:

- Students will be tested on 21<sup>st</sup> March under test conditions.
- Students are allowed a maximum of 6 hours preparation time for their written assessment. This will consist of 3 x 50 minute sessions in class time where they may produce a draft text and 3.5 hours research and preparation at home. We ask that you supervise your child at home to ensure that he/she is carrying out this preparation adequately.
- Students are allowed to use their resources to prepare for the writing assessment, this includes: their exercise book, textbook, dictionaries and any other notes. They may speak to their classmates during the preparation time, but cannot produce extended pieces of language for one another. Internet resources are NOT allowed.
- The class teacher is not allowed to correct work or translate language for students once the task has been set. The work must be the candidates own (but they may use previously taught and / or marked work to help them – see previous bullet point).
- Students will be allowed to bring a prompt sheet of 30 words and 5 pictures into the exam with them. Words can be written in the foreign language and/or English. They are not, however, allowed to write full sentences and code (i.e. the first letter of each word in a sentence) is not acceptable. Students will write their words and draw their pictures on an official prompt sheet in lesson time.
- Students will have one hour to write up their composition under test conditions. They must produce at least 200 words to gain a C grade or above. **STUDENTS WHO PRODUCE LESS THAN 200 WORDS CANNOT GET A C.**
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- Students are expected to write a fluid piece of work – this means that their classroom teacher is not allowed to simply give them a list of phrases to use, but that rather they need to read the task sheet very carefully and think about what they can write for that particular scenario. Therefore, it is a good idea to write out a draft text, but students should be discouraged from writing a text out in English to translate into the foreign language as this will inevitably lead to inaccuracy. Instead it is better for students to brainstorm what they know already and use language that they have been practising in class rather than to use a

dictionary to translate large amounts of new vocabulary. If students are having to look up more than a couple of words in a sentence, they should think seriously about whether to use that sentence or say something different.

I hope that this information is useful to you and your child and that it answers any queries that you may have had. If you require any further information, please do not hesitate to contact me.

Kind regards,

Jane Driver

Head of Languages

**GCSE Writing Assessment**  
**Education and World of Work**

**Task:**

You have the opportunity to spend a term or a year at a foreign school next year. Write a letter to the Head teacher. In this letter you could:

- Introduce yourself, describing your background, interests and personal qualities
- Talk about the school you attend now and the subjects you are studying
- Say why you want to spend time at the foreign school
- Talk about any work experience or jobs you have had
- Describe your possible plans for the future
- Ask some questions about the school and the arrangements for foreign students