

To: Parents/Carers of Year 10 BTEC Students

Our Ref: 87874364

21 January 2024

Dear Parents/Carers,

**Re: BTEC Tech Award Controlled Assessments**

I hope this letter finds you well. I am writing to advise that as part of the BTEC Tech Award in Digital Information Technology course there are two Internal controlled assessments, set by the exam board, that are required to be completed in the window specified by the examination board.

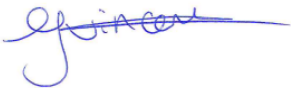
The first of these is Component 2: Collecting, Presenting and Interpreting Data, this module will be undertaken in lessons, for a number of hours/weeks and is worth 30% of the student's final grade.

The second module will be from September 2025 onwards and again is worth 30% of the student's final grade.

The controlled assessments will be delivered during lesson times and your child will be working on a number of documents over an extended period. They will not be allowed access to these outside of the assessment sessions as special accounts will be used. In order to complete the number of allocated hours (8-10) before submission to the exam board it is important that students attend all sessions. Any students who have any unavoidable absences from any lessons will be required to make up any time lost on lunchtimes or after-school. Students who also have extra time may also come to these sessions.

If you have any questions regarding the above, please feel free to email me on [lisa.vincent@southhunsley.org.uk](mailto:lisa.vincent@southhunsley.org.uk)

Yours faithfully,



Ms L. Vincent  
**Teacher of IT**

