

Revised forms for controlled assessment

Controlled assessment: Speaking

Following feedback from summer 2010, and to reduce the amount of form-filling for you, a **new combined mark sheet/authentication form*** has been produced for the speaking unit. This replaces the form in the specification and you should use the latest combined form.

*If you have already completed previous versions of the new form, it is still possible for you to submit these by **May 15 2011**. You will need to complete the **new forms for all future controlled assessment submissions**.

Controlled assessment: Writing

Please note that the Controlled Assessment Authenticity Record Sheet: Writing that appears in the specification has also now been replaced by a **new Candidate Mark Sheet for Unit 4: Writing**. This includes authentication statements and space for you to insert the task titles as well as space for Edexcel examiners to insert marks. Please use the new form or transfer information from the previous version of the form. Your cooperation is much appreciated, as the introduction of the new form will help to streamline the overall administration process both for teachers and for examiners.

Where can I find the revised forms?

The Instructions for the Conduct of the Examination and Controlled Assessments 2011 – Administrative Support Guide has details of administration requirements for centres, and the copies of the new forms appear in the appendices. You'll find the ICE document on the GCSE Chinese, French, German, Italian, Spanish and Urdu qualifications pages – just click on the category 'Exam materials' in the documents list.