GCSE French, German and Spanish
Instructions for submitting controlled assessments

Controlled Assessment Speaking

- A sample must be sent to the moderator by 5th May. Marks must be entered on the Internal Assessment Mark Input System on the secure website prior to this date. 01 = Structured Conversation, 02 = Presentation and Discussion
- Please refer to the ‘Internal Assessment Manual’ for further details: Internal Assessment Manual
- The name and address of the moderator will be shown on the secure website (Internal Assessment Mark Input screen), once centres have submitted all their marks for a subject, from approximately 20 April.
- The system will indicate which candidates’ work should be included in the sample. Only one task per candidate should be sent, however the sample should include examples of both the Structured Conversation and the Presentation and Discussion. The subject teacher decides which task is to be included for each candidate in the sample.
- The sample recordings should be transferred onto a CD or memory stick and clearly labelled with the centre name and number and the candidates’ names and numbers.
- The relevant mark sheet (either ‘Structured Conversation’ or ‘Presentation and Discussion’) must be included for each candidate. You only need to send the mark sheets for those candidates whose work is included in the sample.
- Please ensure that all mark sheets have been signed by both the teacher and the candidate. If the work is not authenticated a mark of zero will be entered for the component.
- Please check that the date has been filled in on all mark sheets.

Controlled Assessment Writing

- The two tasks for each candidate must be sent (unmarked) to your allocated examiner by 5th May.
- Each task must be accompanied by pro formas 1 and 2. If a candidate has not used the 40 words of notes, you should still submit pro forma 2 stating “not used”.
- For each candidate, the two tasks plus pro formas must be placed loosely in an envelope (manilla) folder and clearly labelled with the centre name and number and the candidate’s name and number.
- Please ensure that the completed attendance register is included with the work.
- If a candidate has only completed one writing task, please indicate this clearly on the attendance register.
- Attendance registers and examiner address labels will be posted to centres later this month (April). Centres in England will receive yellow Parcelforce labels.
- Please ensure that all mark sheets have been signed by both the teacher and the candidate. If the work is not authenticated a mark of zero will be entered for the component.
- Please check that the date has been filled in on all pro formas.
Carry-forward of marks for Controlled Assessment Speaking and Writing
(Centres in England only)

NB This applies to re-sit candidates only.

Controlled Assessment Speaking

- For centres in England where students must be entered for 100% of the assessment then all units must be entered.
- If candidates wish to re-use ("carry-forward") their controlled assessment speaking marks towards a new overall qualification, please indicate this by inputting C on the internal assessment mark input system (IAMIS).
- Do not under any circumstances enter the mark to be carried forward.
  Please refer to the 'Internal Assessment Manual' for further details: Internal Assessment Manual

Controlled Assessment Writing

- For centres in England where students must be entered for 100% of the assessment then all units must be entered.
- If candidates wish to re-use ("carry-forward") their controlled assessment writing marks towards a new overall qualification, centres should write C/F alongside the candidate’s name on the attendance register.
- Please do not send folders for candidates who are carrying forward.