



20 March 2024

Dear Families

BTEC Tech Award in Travel and Tourism – Controlled Assessments

Ms McLeod, Mr Beaver and I have been pleased with the enthusiasm that the year 12 students have shown for the travel and tourism course and their positive engagement with their learning so far.

As you may be aware, the BTEC Tech award in Travel and Tourism is a vocational course and all students have been entered for the one-year Tech award in 2024 for which they must complete all three components. Components 1 and 2 consist of controlled assessment tasks that are marked internally and moderated by the exam board, while component 3 consists of an external exam which will take place on Friday 3 May 2024.

The students will be completing their **controlled assessments for Component 1** (*Travel and Tourism Organisations and Destinations*) **and Component 2** (*Customer Needs in Travel and Tourism*) on **Tuesday 16 April and Thursday 18 April 2024**. I am writing to explain the arrangements for this, and to communicate our expectations of the students as they prepare over the next few weeks.

The controlled assessment will take place on **Tuesday 16 April and Thursday 18 April 2024**, in the conference room (situated next to the finance office) **starting at 8.55am (start of P1)**.

Students will spend a total of 5 hours (period 1 to period 5) on both days completing their controlled assessment tasks. This is a written (typed) assessment, completed independently in invigilated exam conditions, for which students will have access to the notes that they have been compiling these last few weeks. Students will be provided with a chromebook to complete their tasks. **Students should bring all their notes for both components to both controlled assessment days.**

Attendance and punctuality on both days of the controlled assessment is compulsory for students to complete both components.

Please note that separate sessions cannot be arranged for students who are absent, unless this is genuinely unavoidable and communicated to the school by a parent/carer.

Students should be preparing as thoroughly for their controlled assessment as they would do for an external exam. This includes adding to/improving their notes in response to teacher feedback and doing additional research of their own.

Good lesson attendance is essential to ensure students are equipped for success in their Travel and Tourism course. As per our sixth form attendance policy, any absences must be communicated to school by parents/carers and students must be proactive in catching up on missed learning, as soon as they are well enough.

Students must **observe exam conditions** on arrival and until they are dismissed from each session. This includes switching off and handing in mobile phones to the invigilator.

Students will have break and lunch at the usual times. This does not count as part of their controlled assessment time. Students can take additional toilet breaks if they really need to, but should be aware that no extra time is added for these (except for students entitled to rest breaks during exams).

The tasks they complete during the controlled assessment must be 100% their own work, and they will be asked to sign an exam board declaration form to confirm this.

We hope that the information above will help you to support your students as they prepare for this assessment; it will also be shared directly with the students.

With careful preparation, I am confident that all students can achieve well in their controlled assessment tasks, setting them on the path to success for the rest of the course.

Further information about the course can be found on the [Pearson website](#).

Please do not hesitate to get in touch with me at dgerretsen@sackvilleschool.org.uk if you have any queries or concerns.

Yours sincerely

Daan Gerretsen

Travel and Tourism Lead