



November 2022

Dear Parent/Carer

Year 12 Applied Criminology

Mrs Weatherby and I have been pleased with the enthusiasm that the year 12 students have shown for this new course, and the positive way in which they have engaged with their learning so far.

As you will be aware, level 3 applied criminology is a vocational course and each unit is assessed individually, with students required to pass all four units in order to gain the diploma in applied criminology in year 13.

The year 12 students will be sitting their **controlled assessment for unit 1 (Changing awareness of crime), which accounts for 25% of the diploma on Tuesday 13 and Wednesday 14 December 2022**, in a school computer room. I am writing to make you aware of the arrangements for this, and to communicate our expectations of the students over the next few weeks.

This is a written (typed) assessment, completed independently in exam conditions, for which students will have access to their unit 1 folder notes (subject to advance approval of the contents). On day one, students will spend 3 hours completing tasks 1-4; no internet access is allowed during this session. On day two, they will spend a further 5 hours completing tasks 5 and 6, for which internet access is allowed. This session focuses on creating a 'campaign for change' linked to one of the types of crime discussed in an unseen brief that the students will receive on day 1. Students entitled to extra time will receive this automatically at the end of each session.

Attendance and punctuality on both days of the controlled assessment is compulsory and is essential for students to pass unit 1. Separate sessions cannot be arranged for students who are absent unless this is genuinely unavoidable, communicated to the school by a parent/carers, and supported by a Doctor's note (as is the case for external exams).

Students should be preparing as thoroughly for their controlled assessment as they would do for an external exam. This includes improving notes in response to teacher feedback (they are not allowed to keep any marked work in their folders), and doing additional research tasks as part of their independent study.

We hope that the information below will help you to support your students as they prepare for this assessment.

Dates	Events	Student focus/further info
Now until 12 December 2022	Preparation for controlled assessment	<ul style="list-style-type: none">Good lesson attendance is essential to ensure students are well prepared and can succeed in this unit. As per our Sixth Form attendance policy, any unavoidable absences must be communicated to school by parents/carers. Students are expected to be proactive in catching up on missed learning when they return.

Dates	Events	Student focus/further info
		<ul style="list-style-type: none"> Lessons focus on the skills needed to create a 'campaign for change'. Students should be taking good notes, including any feedback given in practical sessions, as practice campaign plans and materials cannot be taken into the controlled assessment. Students must ensure that any missed work for unit 1 is caught up as a matter of urgency. They are responsible for printing out any work completed on a computer and ensuring it goes into their folders by the deadline below.
Tuesday 6 December 2022	Deadline for unit 1 folders to be handed in	<ul style="list-style-type: none"> <u>Students' unit 1 folders must be handed in to Ms Porter by this date.</u> Each folder will be reviewed to make sure the contents meet exam board regulations. It will not be possible for students to add material to their folders after this date. Students have been advised of the rules around plagiarism. Their folders are not allowed to contain any material copied from textbooks, websites, other students etc. Any such resources will be removed.
Tuesday 13 December 2022	<p>Controlled assessment day 1 (3 hours; extra time = 3 hours 45 mins).</p> <p>Students complete tasks 1-4; no internet access is allowed.</p>	<ul style="list-style-type: none"> Students must observe exam conditions on arrival and until they are dismissed from each session. This includes switching off and handing in mobile phones, which cannot be returned until the session has ended for the day (please note, there is no mobile phone access during breaks). Students will be given special exam accounts to log into on each day; they will not be able to access their usual school google drive or any previously completed work, only what is on paper in their unit 1 folders. 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. Students' folders will be stored securely between sessions and students will not have access to them. Tasks completed on day one cannot be accessed again after the end of the session. The work students complete during the controlled assessment must be 100% their own, and they will be asked to sign an exam board declaration form confirming this. Any breach of exam regulations will be reported to the exam board (WJEC) and may result in the student forfeiting their qualification.
Wednesday 14 December 2022	<p>Controlled assessment day 2 (5 hours; extra time = 6 hours 15 mins).</p> <p>Students complete tasks 5 and 6; internet access is allowed.</p>	



Dates	Events	Student focus/further info
Tuesday 18 May 2023	TBC unit 2 (criminological theories) exam (1 ½ hours)	<ul style="list-style-type: none">This is an external exam and attendance is compulsory to pass unit 2 (25% of the diploma).
August 2023	Unit 1 & 2 marks received	<ul style="list-style-type: none">Controlled assessments are marked internally and moderated by WJEC, meaning that unit 1 marks cannot be confirmed until we receive the moderator's report.Unit 2 is an externally marked exam with marks released in August.

With careful preparation, I am confident that all students can perform well in unit 1 and achieve a strong mark that sets them on the path to success for the rest of the course. Students will be offered drop-in sessions if they need support with organising their folders or catching up on missed work. They are always welcome to find me in C01 or to email me if they need further advice/support.

Further information about the course can be found on the WJEC website:

https://www.wjec.co.uk/qualifications/criminology-level-3/#tab_keydocuments

Please don't hesitate to get in touch with me if you have any queries or concerns
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Yours sincerely

Ms M Porter

Curriculum Leader for Sociology & Criminology