Backwell School

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Dear Parents and Carers

WJEC Level 3 Criminology – Controlled Assessment Arrangements

I am writing to inform you of the arrangements for the forthcoming WJEC Level 3 Criminology controlled assessment, which will take place during the penultimate week of Term 2, across three days, from **Monday 07 to Wednesday 09 December 2026**.

The assessments will take place in two designated rooms: **GIT (computer room) and GE1 (using laptops)**. Students will complete a total of eight hours of controlled assessment under supervised conditions, with additional time provided for those students who are entitled to it.

Assessment timetable:

Monday 07 December – Three-hour controlled assessment

- 9.10am – 11.10am: Controlled assessment
- 11.10am – 11.30am: Unsupervised break
- 11.30am – 12.30pm: Controlled assessment

Students entitled to 25% extra time will receive an additional 45 minutes on Monday.

Tuesday 08 December – Five-hour controlled assessment (Part 1)

- 9.10am – 11.10am: First two hours of the assessment

Wednesday 09 December – Five-hour controlled assessment (Part 2)

- 9.10am – 11.10am: Controlled assessment
- 11.10am – 11.30am: Unsupervised break
- 11.30am – 12.30pm: Final hour of the assessment

Students entitled to 25% extra time will complete their additional 75 minutes on Wednesday afternoon.

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Preparation and submission of notes:

Students must submit their completed assessment notes by **Tuesday 01 December 2026**.

All notes must be printed and organised in a folder, ready for use during the controlled assessment. It is essential that:

- All notes are entirely the student's own work.
- Notes do not contain any teacher feedback or corrections.
- Quotations and information from other sources are referenced wherever possible.
- Students have prepared detailed notes covering every Assessment Criterion (AC).

Students have already been provided with a checklist outlining the information they need to prepare for each assessment criterion. We strongly encourage them to use this checklist to ensure that their notes are complete, detailed and well organised before the submission deadline. Once submitted, all folders will be stored securely in school for the duration of the assessment period.

Students may undertake additional reading and research during the afternoons and evenings between assessment sessions. However, **they must not add to, amend or replace their submitted notes during this period**. They will not be permitted to bring additional notes into school for use in subsequent assessment sessions.

Assessment rules and regulations:

To ensure that the assessments are conducted in accordance with WJEC and JCQ regulations, the following arrangements will apply:

- **Mobile phones:** Students must hand in their mobile phones at the beginning of each assessment day. Phones will be kept securely and will not be returned during the unsupervised breaks.
- **Use of computers:** Students may complete their assessment using a computer or by handwriting their responses, either in part or in full. Access to standard IT software, including spelling and grammar checking tools, is permitted.
- **Declaration of authenticity:** All students will be required to sign a declaration confirming that the work submitted is their own and that they have complied with the relevant JCQ and WJEC rules and regulations.

Supporting students in their preparation:

The controlled assessment represents an important part of the WJEC Level 3 Criminology qualification. Students have been preparing for this assessment during their lessons, and we will continue to support them in ensuring that they understand the assessment requirements and are ready for the three assessment days.

As this is a **formal assessment contributing towards students' final qualification**, attendance on all three days is essential.

Any student who is unable to attend due to illness or exceptional mitigating circumstances must notify the school as soon as possible. **Supporting evidence will be required to substantiate any absence**, such as appropriate medical documentation in the case of illness or other relevant evidence of exceptional circumstances. Any absence will be considered in accordance with WJEC and JCQ regulations and may have implications for the student's assessment and final qualification.

Thank you for your continued support. If you have any questions regarding the assessment arrangements, please do not hesitate to contact us.

Yours sincerely

Mrs Turner
Teacher of Criminology