

NOTICE TO CENTRES

FAO: Exams Officers/Teachers

Date: November 2015

Subject: GCSE Media Studies (B324)

Production portfolio and use of templates

If you are entering candidates for Unit B324: Production Portfolio in Media Studies please remember you must not provide templates or model answers.

Further information can be found on page 26 of the [specification](#) and on page 8 of the [JCQ Instructions for conducting controlled assessments](#) which states that:

‘Centres must **not** provide model answers or writing frames specific to the task (such as outlines, paragraph headings or section headings) unless the specification or subject-specific guidance states otherwise’.

Teachers who do provide templates or model answers that are not permitted by the specification should be aware that this constitutes malpractice and will be dealt with accordingly. If templates and/or model answers are provided, candidates may gain an unfair advantage over others and this may impact the standard of assessment.

If you have any queries about this notice, please call our Customer Contact Centre on 01223 553998.