

COURSEWORK POLICY

Rationale: Coursework is an integral part of a number of GCSE, vocational and 'A' Level courses.

- Purposes:**
1. To facilitate and encourage curriculum development.
 2. To encourage good practice as defined in the Non-statutory Guidance for the National Curriculum.
 3. To allow students to work independently on an extended piece of work.
 4. To provide opportunities for the assessment of skills that cannot be shown in a timed exam.

Guidelines:

1. At the start of the academic year, a calendar of coursework requirements for Years 10, 11, 12 & 13 will be co-ordinated by the Deputy Headteacher (Curriculum).
2. At the start of each course, subject teachers should give students information about:-
 - a} what the course involves, eg. Style of working, expectations
 - b} a summary of syllabus topics
 - c} the overall % awarded for coursework and exams
 - d} schedules for pieces of coursework
 - e} the consequences of failing to meet deadlines
3. At the start of each piece of coursework, subject teachers should make students aware of:-
 - a} what the task involves, eg explanations of questions set
 - b} how the task will be assessed, eg coursework objectives
 - c} how the work can be planned, eg mini-deadlines
 - d} issues of plagiarism and the penalties for breaching the exam board rules in respect of this.

Some departments may find a written sheet helpful stating what should be done by certain dates.

4. Subject teachers should make it clear that all coursework deadlines must be met. Late work should not be accepted unless:-
 - a} a letter is written by a parent/carer with a satisfactory explanation and the work is then completed within 24hrs.
 - b} if students have been genuinely absent for more than one lesson they should be allowed an extra day to complete the work; if absent for more than three lessons an extra two days and so on.

- c} partially-completed work may be finished in a lunchtime detention at the subject teacher's discretion.
 - d} a coursework deadline extension can be negotiated for the whole class due to unforeseen circumstances.
5. As much coursework as possible should take place during lessons. Homeworks should be used to expand on/or finish off the work. The bulk of coursework should be completed under direct guidance of a member of staff. Coursework is usually work completed by an individual and, therefore, students should be encouraged, by subject teachers, to work quietly on their own.
 6. Parents should receive a copy of the coursework calendar along with details of our expectations in terms of meeting deadlines and quantity of work.
 7. Faculties must ensure that the amount of time and workload involved for students is commensurate with the final % awarded for this part of the GCSE course.
 8. Increasingly coursework is being replaced at KS4 with in school assessments such as the Individual Skills Assessment in Science. These are administered in accordance with exam board procedures. Storage and guidance on the use of materials is the responsibility of the relevant Head of Subject who should liaise with the Director of Qualifications.

Policy adopted by the Governing Body March 2008
Policy Review – March 2010