



COURSEWORK POLICY

There is much excellent, timely work done as coursework, and normally no problems arise. Coursework is a valuable learning experience, and good coursework improves examination grades. The following are guidelines for teachers, students and parents.

1. **Time Allowance for Coursework**

All students should be allowed, during class work and normal homework, a realistic amount of time to complete their coursework tasks to a high standard – coursework is not an “add-on” activity.

2. **Interim Deadlines**

These should be set, even for relatively short pieces of coursework (e.g. half way through a fortnight’s task) in order to help students. Students, parents and Year Heads should be appraised of these – putting them on the school website is highly recommended.

Penalties for missing interim deadlines should be:

- a) where feedback/constructive advice is allowed by the Board, this will not be given
- b) boys may be required to attend private/departmental detentions to complete coursework
- c) boys should be referred to Head of Year (for information – the Head of Year will take action only if there is a problem spanning several departments)
- d) parents should be contacted.

Interim deadlines cannot be extended, even by one day, as this affects other subjects. Work can be accepted late, but with the above penalties.

3. **Final Deadlines**

These are absolute for all students in all years in all subjects.

Late work can be accepted only if the student has a very compelling reason, for which he has obtained written permission from the Section Leader (deputy/assistant head) for a clearly defined extension. In the absence of such permission, the marks for the section will be zero.

If a student is absent on the day the coursework is due, he must ensure that the coursework is sent into school that day.

4. **Effect of coursework on other subjects**

Students staying off school to complete coursework will be punished for truancy. Students giving “coursework” as an excuse for failure to do homework in other subjects will be dealt with in the normal way: this is NOT an acceptable excuse.

5. **Plagiarism**

Coursework which is plagiarised be disqualified, and anyone guilty of plagiarism or allowing his work to be plagiarised will also be punished severely by the school.

6. **Moderation**

INSET in March/April, or other appropriate time, will normally be devoted by teachers to moderation of coursework each year. Other moderation and standard setting will be done as part of teachers’ professional duties.