



## COURSEWORK POLICY

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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 Heads of Year 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) students may be required to attend private/departamental detentions to complete coursework
- c) students 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 sanctioned 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**

Students who produce coursework which is plagiarised will be disqualified, and anyone guilty of plagiarism or allowing his work to be plagiarised will also be sanctioned 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. After internal moderation, marks are still provisional and dependent upon external moderation. Marks are not therefore released to students.

### 7. **Appeals**

Should a student have concerns regarding the administration or marking of coursework, they should refer to the relevant sections of the school’s exams policy and appeals policy.