

## Assessed Coursework Procedure

1. Coursework is defined as any piece of written, practical or oral work which is marked by the school or an external moderator and which contributes to a GCSE, AS or A Level grade.
2. Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter. The work will not gain any credit.
3. An irregularity in coursework discovered after the signing the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
4. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about GCE Coursework regulations.
5. All students are given the same and sufficient time to complete the work.
6. Coursework must be handed in by the agreed published departmental deadline which is earlier than the final deadline for the Awarding Body. This is to enable work to be marked and standardized.
7. You will be given clear instructions by the department as to the time and place for handing in the work.
8. The work must be handed in by you and not given to another student in the school to hand in.
9. If you are absent on the deadline day a parent/carer or friend must bring the work to school to be handed in to meet the deadline. If it is impossible to deliver the work to school, you must contact the school by phone on the day to give an explanation.
10. If coursework has not been completed by the deadline, the incomplete work must be handed in by the deadline to receive a mark. There will be no further opportunity to complete this work for an improved mark.
11. Normally there will be no extension of a coursework deadline if you are absent for a few days during the period that the work has to be completed.
12. If there are any special circumstances e.g. an exchange, play rehearsal or extended absence covered by a medical note, there is the possibility of an extension but this must be negotiated with the school. A note will be given to the HoD to confirm the extension and parents will be informed if necessary.

13. If you disagree with procedures used in arriving at internal assessment decisions or the production of externally assessed work, please refer to the school's Internal Appeals Procedure.