



Liverpool College

UPPER SCHOOL

COURSEWORK POLICY

1. Introduction

Coursework is any piece of written or practical work which is marked by the school or by an external examiner and which contributes to a GCSE, A level or IB Diploma award.

Students will be given appropriate support within the guidelines of the awarding bodies to enable them to meet the demands of coursework to the best of their ability. Teachers, House Tutors and parents all have critical roles to play in supporting students through coursework completion.

In accordance with the *Code of Practice* for the conduct of external qualifications produced by QCA, the IB's *General Regulations: Diploma Programme (2006)* and *Handbook of Procedures for the IB Diploma Programme (2009)*. Liverpool College is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification
- The consistency of the internal assessment is secured through internal standardisation as necessary
- Staff responsible for internal standardisation attend any compulsory training sessions

Controlled Assessments at GCSE and A Level are not Coursework and are carried out adhering to the guidance published by the relevant examining body.

2. Background Information for Parents and Pupils

A GCSE coursework guide for pupils will be issued in the September of Year 10 and be available on the College Internet site.

The guide will explain the Notice to Candidates from the Joint Council for Qualifications about Coursework Regulations, internal College procedures, and the appeals procedure relating to internal assessment decisions required by the Joint Council for Qualifications Code of Practice. Pupils and parents will be asked to sign a return slip to agree to abide by the procedures.

An annual coursework calendar for Years 10 to 13 setting out the final assessment dates for each subject will be issued to all parents and students in writing and be available on the Internet site. As far as possible these dates will be spread throughout the year.

3. Managing the Production of Coursework

Coursework tasks will be explained to students appropriately within the guidelines set by the awarding bodies. A written outline of what is required will always be given to students.

Assessment criteria and weightings will be explained to students and wherever possible students will be given access to examples of completed coursework to enable them to judge the standard that is expected of them.

Students will be given realistic timescales to enable them to complete the task in a managed manner. Any coursework tasks set at home will be within the guidelines set out in the College homework policy.

Coursework will be monitored at regular intervals and records kept on the stage of completion of the work. Where permitted, and within awarding body guidelines, comments will be made on draft versions as to how work could be improved.

Deadlines, once published within the school, will be enforced. Pupils will be required to enter key dates in their planners.

Subject teachers will see any student who fails to meet a coursework deadline. The Head of Faculty/Assistant Head of Faculty will be informed as soon as possible. If there is good cause, supported by a letter from the parents, a short extension may be granted.

If an extension is missed, the Head of Faculty not sure will advise parents at the earliest opportunity that their son/daughter is behind with coursework and seek their active support in ensuring that this is received. A further extension will only be permitted if it is appropriate to do so in **exceptional** individual circumstances.

All students who fall behind with coursework will be required to complete the work during free periods, at lunchtimes or after school under supervision.

All students will correctly complete a declaration of authentication.

4. Assessment

Coursework will be marked to an agreed standard **within** each department, using the assessment criteria published by the Awarding Body. Internal moderation procedures stipulated by the Awarding Bodies will be followed and all forms completed.

Coursework, once collected and assessed, will be stored securely. Coursework which is stored digitally on computers within the school must be backed-up in case of damage or loss. When work is stored on a portable storage device (such as a USB memory stick), the student is responsible for ensuring that any files are also copied onto the school network and their home computer. Students who lose coursework by failing to do this may not get any special consideration from the

awarding authority. Coursework must never be left unattended in an environment where other students could gain access to it. Mark schemes and exemplar material will be retained in departments for reference.

5. Support and Guidance

House Tutors will monitor the pressures placed on students through the requirements of coursework completion so that students are not placed under undue stress.

Teachers will inform the Head of Faculty/Assistant Head of Faculty, House Tutor and/or Head of House of any situation where a student is not coping with the pressure of completing work according to the assessment criteria.

The Head of Faculty will inform parents in advance of any potential withdrawal from a public examination due to coursework not being completed. This communication should give students adequate time to still meet the coursework deadline prior to any withdrawal decisions being confirmed with the Head of Faculty and Head of Upper School

6. Malpractice

In all situations where coursework is monitored appropriately according to school policy any suspected malpractice by a student is likely to be identified at an early stage, i.e. during drafting.

A separate whole school *Guide to Academic Honesty*, with clear guidance on malpractice and how to avoid it, plus techniques for correctly acknowledging sources, is distributed and explained to students during GCSE, A level and IB Diploma courses.

In any circumstance where coursework malpractice is suspected the following procedure will be followed in the strictest confidence:

- The teacher suspecting the malpractice should communicate his/her suspicions to the Head of Faculty /Assistant Head of Faculty immediately.
- If the suspected malpractice is confirmed, the student and his/her House Tutor should be initially advised of the concern regarding potential malpractice and the student given the opportunity to comment.
- The teacher and Head of Faculty should record their concerns in writing in case of any future dispute. Any outcomes agreed with the student following discussion should also be recorded and a copy passed to the House Tutor.
- If the student has misunderstood the requirements of the coursework he/she should be given another opportunity to resubmit the piece of coursework in full.
- In any situation where a student is being asked to resubmit a draft of coursework the student's Head of House should be informed and the Head of Faculty should contact the student's parents to explain the situation to them.
- If a student intends to resubmit coursework where malpractice is still suspected the Head of Upper School should be informed. He/she will make contact with the student's parents to arrange to discuss the School's concerns with them immediately, usually alongside the Head of Faculty and Head of House.
- Parents must be reminded of the consequences facing their son/daughter if coursework is submitted where malpractice is suspected and proven.
- If a teacher and Head of Faculty find themselves in the situation where they cannot sign an awarding body authentication form confirming that no malpractice has occurred they must inform the Principal at least 5 school days prior to the deadline for posting the form to the awarding body.

- For issues of Malpractice within the IB Diploma Programme, the IB Coordinator will be alerted at an early stage and will work with the relevant student and the Head of Faculty to resolve the issue

7. Evaluation

Monitor and evaluate the outcome of coursework assessments to further refine our practice for the benefit of future students.

8. Appeals Procedure

Each Awarding Body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the College concerning the internal assessment as required by the Joint Council for Qualifications Code of Practice.

The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves.

The appeal must be made in writing to the College's Examinations Officer/IB Coordinator before the date of the last externally assessed paper for the relevant subject(s).

The enquiry into the internal process will normally be led by the Examinations Officer/IB Coordinator and the Head of Upper School, provided that neither has played any part in the original internal assessment process.

The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the awarding body and the *Code of Practice*

The appellant will be informed in writing of the outcome of the appeal, including:

- Relevant communications with the Awarding Body
- Any steps taken to further protect the interests of the candidates

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgment on marks awarded is that of the awarding body. Appeals against matters outside the College's control will not be considered in the College's appeals procedure.

The Head of Faculty must provide the following for the appeal panel:

- Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework was discussed and given out to new and existing members of the department. Absentees were given their copy.

- The mark scheme or marking criteria for the coursework provided by the awarding body.
- The departmental mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the awarding body.
- Dates when the coursework was set and to be handed in for that student.
- Evidence that all teaching groups have been given the same length of time.
- The departmental procedure for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out i.e. any extensions allowed.
- Dates when the teachers marked the coursework.
- The name of the teacher in charge of the internal standardisation.
- Dates when members of the department attended the last awarding body standardisation meeting.
- Evidence that the information from this meeting was disseminated to the department.
- Date(s) for departmental standardisation meeting and teacher attendance.
- If the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to this teacher.
- Copy of coursework marks sent to the awarding body.

The above information should be provided in a ring binder or suitably filed. It is advisable to set up this binder at the beginning of the course and update it each year. If an appeal application is made, there will only have a short time to provide this information for the appeal panel. **Appeals have to be made by 31 May in the year that the work was assessed.** The Awarding Body may also request this evidence if a parent makes a further appeal against the panel's decision.

9. Further important points relating to coursework from the IB General Regulations

- For students on the IB Diploma Programme, and their parents, the document *General Regulations: Diploma programme* contains further IB-specific guidance on coursework (internal assessment) and should be carefully read.
- Article 3 covers Property and Copyright issues on examination materials produced by candidates
- Article 16 describes the Enquiry upon Results service
- Articles 22 and 23 cover procedures in the case of incomplete assessment (including incomplete coursework)

- Articles 24-27 describe the IB procedure in cases of academic infringement or malpractice, detected either by the school or by the IB examining team.

SPD

September 2009

Appendix I



AQA Edexcel OCR CCEA WJEC

Notice to Candidates

GCE, VCE, GCSE and GNVQ EXAMINATIONS Coursework and Portfolios

**This notice has been written to help you.
Read it carefully and do what you are asked.
If there is anything you do not understand, ask your teacher.**

A. Regulations

A1. The work which you submit for assessment must be your own.

However, you may:

- quote from books or any other sources, including the internet: if you do, you must state which ones you have used;
- receive guidance from someone other than your teacher: if so you must tell your teacher, who will record the nature of the assistance given to you.

A2. If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you will be disqualified from at least the subject concerned.

A3. When you hand in your coursework or portfolio for assessment, you will be required to sign that you have understood and followed the coursework and portfolio requirements for the subject.

B. Advice

B1. Keep to the deadlines your teachers set.

B2. Take care of your work and keep it safe.

B3. Ask your teacher if you need any guidance.

B4. If you have been absent and have any problems with completing your coursework or portfolio, talk to your teacher.

Appendix 2

COURSEWORK REPLY SHEET

**Student
Name:**

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Form:

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We have received the letter containing:

- The Liverpool College Coursework Procedure.
- The Liverpool College Coursework Appeals Procedure.
- The Joint Council Notice to Candidates about Coursework Regulations.
- For IB Diploma students, the General regulations: Diploma Programme

We agree to the Liverpool College and Joint Council and/or IB regulations in the documents listed above.

Student signature:

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Parents Signature:

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Date:

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Please return this reply sheet to the Examinations Officer