

# **BEDALES SCHOOL**

## **PROCEDURES RELATING TO COURSEWORK INCLUDING APPEALS AND LATE SUBMISSIONS**

APRIL 2018

## **DEFINITION OF COURSEWORK**

Coursework is defined as any work, other than a terminal examination, undertaken during a course of study, and contributing towards a final grade.

Internally assessed work for public examinations is marked by the school and then moderated by the examination board. The final mark and grade are outside the control of the school.

Internally assessed work for Bedales Assessed Courses (BACs) is marked by the school and moderated by the external moderator appointed by the school. The final mark and grade are outside the control of the school.

Externally marked work is collected by the school and passed on to the examination board for formal assessment.

## **COURSEWORK PROCEDURE**

### **Setting of coursework tasks**

The Head of Department takes responsibility for ensuring that the coursework set for the candidates is properly related to the syllabus for the qualification.

### **Guidance on coursework procedure**

Written guidance on the production of GCSE coursework is provided by the examination boards and will be passed on to candidates (see Information for Candidates from the Joint Council for Qualifications attached, Appendix 1). Information about the school's appeal procedure (Appendix 2) will also be made available to candidates via the school's website and the Exams Results Information mailing.

### **Timings and deadlines**

Within each department, candidates will be given adequate, appropriate and equal time to produce coursework. Hand-in dates will be clearly published in advance. In the case of GCSE coursework school deadlines will be earlier than the final dates published by the examination boards in order to accommodate departmental programmes of study and to allow time for marking and internal moderation. BAC coursework deadlines are fixed and in the absence of an official extension late submission will be penalised according to BAC penalty policy. A schedule setting out the main coursework deadlines for the year will be published as soon as possible in the autumn term. This will not include dates for individual pieces of work from which a selection may subsequently be made for coursework purposes. Coursework must be handed in by the departmental deadlines specified in the schedule. Work should be handed personally to the designated teacher and not given to another student to hand in. If the student is absent from school on the deadline day the work must be handed in by a parent or other representative (not another student); if this is impossible the Director of Teaching and Learning must be contacted for advice. If coursework has not been completed by the deadline the incomplete work must be handed in. The school may refuse to mark work that is handed in late when no extension has been agreed. No extension to a coursework deadline will normally be permitted if a student is absent for two days or less during the period the coursework is being completed. If there are special circumstances there may be a possibility of an extension. An appropriate extension may be

approved by the Head of Department. Any extension of more than a week must be agreed with the Director of Teaching and Learning and will be confirmed by the school in writing.

### **Authentication of work**

Work submitted by the candidate must be authenticated as original work according to guidance and regulations issued by the examination boards. Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the examination board but dealt with as an internal disciplinary matter. An irregularity in coursework in a GCSE examination discovered after the signing of the declaration of authentication by the student will be reported to the examination body. This may lead to disqualification of the candidate. In the case of BACs, the Director of Teaching and Learning will apply JCQ principles.

### **Staff training and internal moderation**

Internal assessments will be conducted by staff who have an appropriate level of knowledge, understanding and skill. Consistency of internal assessment will be secured through the departmental mark scheme or marking criteria and moderation. Where more than one member of staff carries out assessments, internal moderation will take place.

### **Appeals procedure**

If a candidate believes that his or her coursework has not been assessed in the manner described above, or that an extension to a coursework deadline was denied without good cause, he or she may have recourse to the appeals procedure which is set out in Appendix 2. No representation from candidates relating to the mark allocated for internally assessed coursework is permissible unless on procedural grounds: appeals shall relate solely to departures from the approved coursework procedure set out above.

## **Bedales Assessed Courses – Late Submission of Coursework & Appeals Policy**

Following the whole-school coursework policy, coursework is defined as follows:

‘Any work, other than a terminal examination, undertaken during a course of study, and contributing towards a final grade.’

The BAC subjects are committed to following the same guidelines and principles of fairness outlined in the full coursework policy. However, failure to submit BAC coursework by the published deadlines, and without a previously arranged extension having been agreed in writing, will trigger a penalty procedure as follows:

A penalty of 5% per day will be applied to coursework submitted after a published BAC deadline. These are published on the school website early in the Autumn Term. This is applicable up to a maximum of 10 days, and a 50% penalty, after which no mark will be awarded. Weekend days are not excluded from this policy, i.e. if a piece of work is submitted on the Monday after a Friday deadline, a 10% penalty will apply. The percentage penalty is to be deducted after the mark is awarded, and is not a percentage of the final mark. E.g. a piece of work submitted two days late, and marked at 59% will be awarded 49%.

It should be noted that some subjects have interim deadlines for pieces of work that may or may not be included in a final assessed portfolio. This policy does not apply to those pieces of work, which will be dealt with by the Head of Department. These deadlines are to be distinguished from the published final submission dates.

Candidates will be made aware of this policy, and of the publication of all BAC deadlines.

### **Extensions:**

It may be possible for candidates to apply for an extension to the published deadline in unusual circumstances. This is most likely to apply to a candidate who has been unavoidably absent for a significant amount of time during the preparation of the coursework. Neither over-commitment, nor IT related setbacks are to count as grounds for an extension. It is the student’s responsibility to make sure their work is backed up and that they plan ahead in the case of multiple deadlines.

Applications for an extension should be made initially to the Head of Department, who will discuss it with the Head of BACs before confirming in writing whether an extension has been granted. This process should take no more than three working days.

### **Special consideration:**

In exceptional circumstances, it may be possible for a candidate to apply for special consideration. Such an application should be made to the Head of BACs, who will apply the criteria found in the Joint Council for Qualifications guidance.

### **Appeals:**

Candidates wishing to appeal against the handling of coursework should follow the whole-school appeals procedure to which this policy is appended.

*Alistair McConville – Director of Teaching and Learning – April 2018*

## APPENDIX 1

**This notice has been produced on behalf of: AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC**

### **Information for candidates**

#### **GCE, ELC and Project qualifications - coursework assessments**

This leaflet tells you about some things that you must, and must not do when you are completing coursework.

Before you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations. If there is anything that you do not understand, you must ask your teacher or lecturer. Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet. Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

#### **The regulations state that:**

“the work which you submit for assessment must be your own”,

“you must not copy from someone else or allow another candidate to copy from you”.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2014. You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press. If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.

#### **Preparing your coursework – good practice**

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you. If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words. You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late. Take care of your work and keep it safe. Don’t leave it lying around where your classmates can find it. You must always keep

your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need. Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

### **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught; there are many ways to detect plagiarism.

- . Markers can spot changes in the style of writing and use of language.
- . Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- . Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- . the piece of work will be awarded zero marks;
- . you will be disqualified from that unit for that examination series;
- . you will be disqualified from the whole subject for that examination series;
- . you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

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## APPENDIX 2

### Bedales School - Appeals Procedure

In accordance with the JCQ Code of Practice for the conduct of external qualifications produced by the QCA, Bedales School is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specification;
- the consistency of internal assessment is secured through internal standardisation as set out by the Awarding Bodies;
- staff responsible for internal standardisation attend any compulsory training sessions.

**NB** Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the AB must moderate the assessment and the final judgement on marks awarded is that of the AB. Appeals against matters outside the college's control will not be considered in the college's Appeals Procedure.

Each Awarding Body publishes procedures for appeals against its decisions, details of which are available on their websites (under Post Results Services) or from Bedales School Examinations Manager on request.

- In cases of Enquiries about Results, where Bedales School does not uphold a request for such an enquiry, the parent/carer may normally pay to have an enquiry carried out.
- Where the parent/carer wishes to challenge the decision not to hold an enquiry or subsequent appeal, a similar procedure to that mentioned below will be carried out.

Appeals may also be made to Bedales School regarding the procedures used in internal assessment, such as coursework. **NB** the appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement itself ie not the mark or grade. If the disagreement cannot be resolved by discussion between the teacher and candidate concerned then the parent/carer may appeal to the Headteacher, who will put into action the agreed appeals process set out below. It is expected that it will be used only in exceptional circumstances.

1. The Headmaster is in overall charge of managing appeals relating to internal assessments.
2. If a candidate (via their parent/carer) wishes to appeal about his/her internal assessment marks then the following procedures should be followed:
  - The appeal should be made in writing to the Headmaster stating the details of the complaint and the reasons for the appeal
  - The appeal should normally be submitted by 30<sup>th</sup> April for examinations in the summer series. [This deadline may be extended in exceptional circumstances where the coursework marking and moderation schedule extends beyond this time]
3. The teacher(s) concerned in marking the assessment which is the subject of the appeal will respond to the appeal in writing and a copy will be sent to the parent/carer.
4. If the parent/carer is not satisfied with the written response they have received then they can request a personal hearing before an appeals panel:
  - The appeals panel will consist of the Headmaster and two of the following –Deputy Head Academic - the Head of Department – the Exams and Admin Manager
  - The request for a personal hearing must be made within two days of receipt of the written reply to the initial appeal
  - The parent/carer will be given at least two days notice of the hearing date
  - A breakdown of the marks awarded will be provided in advance of the appeal
  - The teacher(s) involved will be present at the hearing
  - The Headmaster will convey the outcome of an appeal and the reasons for that outcome in writing to the parent/carer
  - Bedales School will maintain a written record of all appeals
  - Bedales School will inform the Awarding Body (exam board) of any change to an internally assessed mark as a result of an appeal
5. If the parent/carer remains unsatisfied, the case can be referred to the **Examinations Appeals Board (EAB)**. **NB** This service applies where awarding bodies' normal enquiries and appeals procedures have been exhausted.

A copy of this procedure is available on the school website and can be obtained on request from the Exams and Admin Manager.