

KEY STAGE 4 AND SIXTH FORM COURSEWORK POLICY

Coursework is a compulsory element of some Key Stage 4 and Post 16 subjects.

At the onset of a course of study, all pupils will be issued with:

- The school coursework policy
- A calendar of coursework submissions.

When a teacher asks for a piece of coursework to be completed, he/she will:

- Remind pupils of the submission deadline
- Ensure that sufficient time has been given for completion of the work
- Provide model pieces of coursework to guide pupils
- Issue clear guidelines to help pupils improve the quality and substance of their work
- Outline what happens if a pupil fails to meet a coursework deadline.

1. Any pupil failing to complete coursework for a given deadline without good reason will be interviewed by the Head of Department who will agree a FINAL deadline with the pupil.
2. Parents will be informed by a letter from the Head of Department of the final deadline.
3. Failure to meet this deadline will result in a pupil and his/her parents being interviewed by the Year Head and Head of Key Stage.
4. At this stage, if parents and their daughter/son fail to produce the required coursework within a time limit agreed by the Year Head, Head of Key Stage and the parents, the class teacher will be advised to enter 0 marks for the missing coursework.
5. The Head of Department/Year Head may liaise with the Head of Learning Support about possible extensions to coursework submission deadlines for pupils with Special Educational Needs.
6. In the case of proven plagiarism/coursework malpractice, the school will apply an appropriate sanction under section 8d) of the Positive Behaviour Policy.