

Coursework Policy

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Job title: Principal

Last review date: June 2021

Next review date: June 2022

Relevant ISI coding (if applicable)

Circulation: This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

Coursework Policy

Coursework is a significant part some GCSE, A-level, IFP/CSP courses, worth between 5 and 100 % of the marks available. There are strict regulations imposed by the board regarding its completion and the college has its own necessary regulations. Students are required and expected to adhere to these regulations.

Coursework is by its nature work completed by the student and the student alone. Teachers can provide guidance in line with strict board regulations. The nature and extent of this guidance will depend upon the subject and exam board.

Student Expectations

- That the nature, extent and criteria of the coursework are fully explained to you by the teacher prior to starting the work.
- That you are provided with a clear schedule for the completion of the coursework, including interim and final departmental deadlines and advice on how to undertake the coursework.
- Clear instruction on the nature and extent of help you are allowed to receive from the teacher or other people.
- Fair and clear moderation and marking by the department.

Teacher Expectations

- That appropriate work is submitted at each deadline to allow them to monitor progress and provide appropriate feedback.
- That students submit work that is theirs and theirs alone, and that can verify this to a reasonable extent.
- That students sign their coursework declaration (see later) at the end of the work on a date specified by the teacher.

Coursework completed under supervised conditions

For a number of GCSE and A-level subjects coursework is completed under controlled conditions in the classroom. Students are expected to follow the guidelines given for the completion of this work. If students are absent from controlled coursework completion time it will impact upon the time available for completion of the work. Students should consider this time to be the equivalent of examination time.

Coursework Declaration.

All coursework requires the student to sign a declaration that the work is theirs and theirs alone. In particular:

- That work or part of the work has not been completed or edited by any person (including parents) other than the student except the teacher in line with board regulations.

- That the work does not include material copied or downloaded from other sources, except where this is explicitly allowed by board regulations. Such work must be clearly included in a bibliography.
- It is also deemed an offence to **knowingly allow work to be copied or used in any way by other students**. This is known as plagiarism (see notes on plagiarism).

Signing the coursework declaration is a statement by the students that these regulations have been adhered to. Any work which is deemed to be plagiarised will not be submitted for external assessment. Any students involved will have to resubmit their work if the deadline time frame allows for this. The IFP/CSP course handbook refer to plagiarism in the context of the courses offered.

Deadlines

It is a requirement of the course that students submit the necessary work at each of the departmental deadlines. The coursework schedules have been designed to allow teachers to monitor the progress of student work and then to provide effective feedback to students, in line with board regulations. This helps students achieve their potential.

Coursework **MUST** be submitted by the final departmental deadline in order that departments can then complete their marking during at the time that they deem appropriate. Students should appreciate that after the submission of coursework teachers are required to complete the following process:

- Collation & initial marking.
- Departmental moderation/internal verification
- Marking.
- 2nd Moderation/internal verification (as required).
- Completion of board paperwork & posting where required

This process takes time and hence departments set their deadlines to suit their academic year plans.

The deadlines set by the board are aimed at the college to meet. They have no relevance to students and are not to be taken as an acceptable deadline by students.

College reserves the right not to submit work which is not submitted by departmental deadlines.

Notes on plagiarism

Plagiarism can appear in many different contexts but in the academic and college setting is most commonly associated with writing and the borrowing of ideas without lending credit or citing the source from whence the material came. More formally, the Oxford English Dictionary defines plagiarism as “the action or practice of plagiarizing; the wrongful appropriation or purloining, and publication as one’s own, of the ideas, or the expression of the ideas (literary, artistic, musical, mechanical, etc.) of another” (OED1989). In other words, plagiarism is very much like theft in that something is taken or borrowed from an author or creator without credit being given.

Examples of plagiarism at the college level can vary but one common instance involves the borrowing of ideas in exactly the same way they have been written by another person before. For instance, if one were, as was done above, to give the word-for-word definition of plagiarism from the Oxford English Dictionary without putting quotes around it and/or citing it later in the text, it would be plagiarism. The reason is because without the indicators that it a quote borrowed from another source, it would appear that it was being used for the first time right here. Another common example of plagiarism is when thoughts or words are paraphrased and used in someone's writings or works. It is always necessary to cite the source from where a thought, expression, or idea came from. At times it can be tricky to determine when something is or is not plagiarism so it is always best to cite a source, even if one feels it only borders on plagiarism.