

Assessed GCSE, AS and A level and BTEC Level Coursework/NEA

Student Name

Tutor Group

Several GCSE and BTEC Level subjects have a coursework or Non Examined Assessment (NEA) requirement whose marks contribute to the final grade. It is most important that you keep to the deadlines for the submission of coursework. A list of dates is in the school planner.

Many of you are extremely conscientious and our experience has shown that this can create problems. Please act on the advice of your teachers in regard to

- The amount of time to be spent on any coursework task
- The need for planning on long term projects
- Any deficiencies highlighted in the monitoring of coursework

Our approach to coursework planning and deadlines is a reflection of the importance of this element of BTEC, GCSE, AS and A Level courses and our intention to support our students in every way in order to reduce stress and pressure. This is why we have a procedure to ensure that all our students are treated fairly regarding the meeting of coursework deadlines. Please read this very carefully.

Assessed Coursework/NEA Procedure at Le Rocquier School

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 BTEC, 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 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 Le Rocquier 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.

Coursework/NEA Appeals Procedure

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.
3. Appeals must be made in writing to the **Examinations Officer, Le Rocquier School, by 31 May** of the year that the coursework was assessed.
4. The appeals procedure is available for inspection.

Examinations Officer

What the Head of Department must provide for the Appeal Panel

1. 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.
 2. The mark scheme or marking criteria for the coursework provided by the Awarding Body.
 3. The departmental mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the Awarding Body.
 4. Dates when the coursework was set and to be handed in for that student.
 5. Evidence that all teaching groups have been given the same length of time.
 6. The departmental policy 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.
 7. Dates when the coursework was marked by the teachers.
 8. The name of the teacher in charge of the internal standardization.
 9. Dates when the teacher attended the last Awarding Body standardization meeting.
 10. Evidence that the information from this meeting was disseminated to the department.
 11. Dates(s) for departmental standardization meeting and teacher in attendance.
 12. If the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to the teacher?
 13. Copy of coursework marks sent to the Awarding Body.
-
- The above information should be provided in a ring binder or suitably filed.
 - It would be advisable to set up this binder at the beginning of the course and update it each year.
 - If an appeal application is made, the HoD would 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 evidence above may only be requested by an Awarding Body inspector visiting the school or the Awarding Body if a parent makes a further appeal against the panel's decision.