

EXAMINATION COURSEWORK & ASSESSMENT POLICY DOCUMENT

BEECH HOUSE SCHOOL

Examination Coursework Procedure at Beech House School

1. Coursework is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to a GCSE, AS or A Level Award.
2. Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about coursework Regulations.
3. 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.
4. An irregularity in coursework discovered after the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.
5. Coursework must be handed in by the agreed published departmental deadline.
6. All students are given the same and sufficient time to complete the work.
7. Students are given clear instructions as to the time and place for handing in the work.
8. The work must be handed in by the student to the designated teacher and not given to another student to hand in.
9. If the student is absent from school on the deadline day, a parent/carer or friend must bring the work to school to be handed in to meet the deadline.
10. If it is impossible to deliver the work to School, School must be contacted by phone on the deadline day for advice.
11. If the coursework has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.
12. Normally there will be no extension of a coursework deadline.
13. If there are any special circumstances e.g. a prolonged absence covered by a medical certificate, there is a possibility of an extension but this must be negotiated with the Examinations Officer.

Internal Appeals Procedure for Coursework and Controlled Assessment

This policy applies only to coursework and controlled assessment which ARE marked in school and moderated by the examination board.

This policy is designed to promote quality, consistency, accuracy, fairness in assessment and awarding.

1. Appeals will be investigated by the Deputy Head and the Examinations Officer. If the Examinations Officer was directly involved in the assessment in question, the Headmaster will appoint another member of staff of similar or greater seniority to conduct the investigation.
2. Appeals should be made in writing within 10 school days after the student has been given their final mark, stating the details of the complaint and the reason for the appeal. It should be given to the Examinations Officer, who will investigate the appeal. The appeal letter should be signed by both the candidate and their parent/guardian. Appeals must be made before the 30th April in the year of the last externally assessed paper in the examination series.
3. The Deputy Head Teacher or the Examinations Officer will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the examinations series.
4. The subject teacher(s) concerned with making the assessment will be given the opportunity to see the candidate's appeal and respond to the appeal in writing, a copy of the response will be sent to the candidate.
5. The candidate must state in writing whether or not they are satisfied with the written response they have received from the teacher.
6. If the candidate is not satisfied the candidate will be invited to a personal hearing, this invitation will be in writing and will include a copy of the relevant documentation, regarding the marks given and assessments made. The candidate must be accompanied by a parent/guardian. The teacher(s) and candidate will be given the opportunity to hear each others submission to the panel at the hearing.
7. The panel will comprise of the Headmaster and Deputy Head, both of whom will have had no dealings with the case prior to the hearing.
8. The candidate will be informed in writing of the outcome of the hearing, including any correspondence with the board, any changes made to the assessment of work, and any changes made to improve matters in the future. This will be sent within two weeks of the hearing.
9. The examination board will be informed of the findings of any appeal.