

GCSE, A Level and BTEC Coursework Policy

This policy outlines the procedures for assigning, submitting and checking A Level, BTEC and GCSE coursework at Culford Senior School. It aims to ensure fairness, consistency and academic integrity across and within departments. In addition, it seeks to prepare our pupils for the strict deadlines they will be required to meet at university and in the workplace.

1. Departments should ensure that all teachers responsible for coursework in the department agree on:
 - a. The dates of interim and final submission deadlines
 - b. The format for submission
 - c. What constitutes acceptable support for pupils, in line with exam board guidelines
 - d. How coursework progress will be tracked, either in Google Classroom or in departmental spreadsheets
2. When starting coursework, all teachers should review with pupils this policy, along with the school's plagiarism policy and must ensure that all pupils sign a hard copy of the [Approaching Coursework for Pupils Declaration](#). The Head of Department should keep pupils' signed copies on file in the department.
3. Interim and final coursework deadlines should be shared with pupils as soon as possible and must be clearly posted on Google Classroom.
4. In the event that pupils do not meet an interim deadline for draft submission of coursework, the teacher or Head of Department must make written contact with parents / guardians to notify them that their child is not on track with the coursework deadline. The Head of Department should then set a second deadline. If this is not met, the pupil will not receive feedback on their work. The parent and pupil must be notified of the new deadline and the consequences of not meeting this deadline. Tutors should also be notified.
5. In the event that pupils do not meet a final coursework deadline, a senior leader will contact home. The pupil will then be asked to attend an after-school session in the senior leadership team office until the coursework is complete. The pupil will be barred from any after-school activities, sports or otherwise, until the coursework is complete. If it is more suitable, these sessions will be held in the relevant department, but senior leadership support will still be available.
6. All coursework must be moderated. In the case of single-person departments, Heads of Department should review the work with a member of another department in a closely related subject or may seek external guidance from a specialist colleague in another school.
7. All pupils must receive their marks at least one week before the exam board deadline. Pupils need to be made aware of marking and internal moderation and that all marks can be externally moderated up or down by the exam board. A pupil may ask for a review of marking but only if they think that the marking is not in accordance with the exam board guidance. Any review needs to be undertaken by an appropriate person and, if possible, a teacher who was not involved in the original marking.
8. For AI - please go to below link:
<https://sites.google.com/culford.co.uk/finalapprovedsoftware/ai-tools>