

St John Fisher High School Internally Assessed Coursework Policy

Setting Coursework

It is good practice, when setting coursework, to ensure that students are informed about the following:

- how coursework fits into the assessment of the course, ie percentage of overall marks available
- the criteria for assessment of the coursework
- the expectations in terms of time to be spent in the production of coursework
- **A clear schedule of deadlines for drafted work as well as the final deadline for production of completed work.**

The Coursework Process

Staff in school are generous with their time in supporting students during the coursework process: this welcomed and appreciated. It is important that students are aware of what is allowed – during the Autumn Term students are advised to check the schools' websites to familiarise themselves with the contents of the JCQ "Information for Candidates: Coursework Assessments". Each department should agree a clear policy on the amount and type of help available, to ensure consistency across teaching groups. Students should then be informed as to how and when to access support.

Where a student misses interim deadlines, teachers should follow the normal protocol ie:

1. The subject teacher takes initial responsibility, working in conjunction with the Head of Subject and keeping the Senior Tutor informed.
2. Where a student is unresponsive to an agreed revised deadline, Senior Tutors must be involved to support departments and ensure that the work is completed.

Owing to the JCQ's requirements for authentication of coursework, the school can only enter students for coursework units if they are on a roll with the school.

Assessing Coursework

Subject teachers may be forming an opinion of a student's performance from the beginning of the drafting process, and it is important that students are given written or verbal feedback on how to improve their work. **Students are keen to know the level of attainment on coursework tasks, but staff should be guarded in the information they offer. Students should not be given a mark or definitive grade for a piece of work at any stage;** however, it may be appropriate to give indications of what might be possible if specific developments are made. It is good practice to explain the assessment procedure, from initial marking to internal standardisation and external moderation, and to inform students that confirmed marks for coursework will be communicated alongside other unit results in August.

Some colleagues, for example in applied courses, may feel that it is necessary to provide students with an indication of coursework marks in order to assist in decisions regarding resits, or to inform discussions about projected grades for UCAS purposes. In such cases, staff must emphasise the moderation process and the potential for marks to be changed. Again, departments should agree practice to ensure consistency across groups.

Appeals against Internal Assessment of Work for External Qualifications

The school is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work is produced and authenticated according to the requirements of the exam board. Where a set of work is divided between staff, consistency is assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure will be made known to the students by reference in the student planner.

Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series.

Appeals should be made in writing to the exams officer, who will investigate the appeal. If the exams officer is not able to conduct the investigation for some reason, she will involve the relevant Head of Department.

The exams officer will decide whether the process used for the external assessment conformed with the requirements of the awarding body and the exams code of practice of the JCQ. This will be done before the end of the current series.

Students will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of work and changes made to improve matters in the future.

The outcome of the appeal will be made known to co-ordination. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation may frequently change the marks awarded for internally assessed work. That is outside the control of the school.

Policy dated: September 2017

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