



# The Grange School and Sports College Policy Document



## 1. **Title:**

### **Coursework Policy**

## 2. **Purpose:**

To clarify and support the setting, marking and standardisation of coursework at The Grange School.

## 3. **Aims:**

- To provide all students with clear directions about the way coursework is set marked and standardised
- To ensure all students are clear about coursework procedures and expectations
- To improve the standard of coursework
- To aid the monitoring of coursework deadlines, standards and coursework requirements

## 4. **Policy:**

- Heads of Faculty/Subject will provide the Policy for their subject area from the following guidelines
- Each Faculty/Subject area will provide written guidelines for the students stating how coursework is presented, marked and standardised. This should include giving students the deadlines for coursework at the start of the course
- Every attempt should be made to allow students to gain the best possible marks for coursework (within the acceptable stipulations of the relevant Examination Board)
- Teachers will inform HOF/Subject/KSC/Parents when coursework is not handed in, or is of substandard quality. Sanctions will include detentions, enforced attendance at period 6, supervised catch up sessions and INSET days
- Staff must ensure that all coursework is safely kept, and a robust system for monitoring when coursework is submitted is in place
- Coursework should be monitored throughout the course and 'chunked' into manageable sections with school enforced deadlines
- Coursework must be clearly labelled as coursework when submitted. Teachers mark books/set lists should be signed by students when coursework

Coursework guidelines:

Students should be informed in writing at the start of the course of the following points concerning coursework:

- All deadlines relating to their coursework
- The format of the coursework
- The percentage marks on offer

- Be shown good examples
- The rules regarding plagiarism and Internet usage and appeals procedure
- The sanctions for non-compliance
- How the coursework will be marked and standardised
- When teachers will be available to help them improve

#### **5. Relationship to other Policies:**

This Policy should be read in conjunction with the following policies:

- Marking Policy
- Homework Policy
- Presentation Policy
- AEN Policy
- Behaviours for Learning Policy
- Assessment for Learning Policy
- Curriculum Policy
- Gifted & Talented Policy
- Appeals Policy

#### **6. Monitoring, Review and Evaluation:**

The monitoring of the implementation of this policy will be the responsibility of:

- Heads of Faculty/Subject
- Line Managers
- SLT
- Key Stage Coordinators

**Adopted by Full Governing Body on: 22/05/2008**

**Review Date: 2010**