

Coursework Protocol

Responsible officer: A. Palmer / S. Morrison

Principal: R Denial

Ratified By: Governing Body

Review frequency: Annual

Date reviewed: 21 March 2014

Next Review Date: 21 March 2015

Ratified: September 2013

The E-ACT Burnham Park Academy recognises the value of coursework in the curriculum and strives to ensure that it is delivered, assessed and moderated professionally and effectively.

The school aims to ensure that all students entered for an examination subject have the opportunity to complete the requisite coursework to an acceptable standard

Teachers

Each department has detailed schemes of work which ensure that coursework is taught in accordance with Examination Board Guidance.

Heads of Department and subject teachers stay abreast of changes to examination specifications and attend regular training sessions.

Heads of Department monitor the delivery of coursework within their departments in order to ensure comparability of standards.

Departments keep a proper balance between coursework delivery and teaching for written/oral/practical examinations.

Heads of Department and the Examinations Officer are aware of external deadlines set by the Examination Boards for the submission of coursework and monitor examination entries to ensure that students are entered for the appropriate courses and, where relevant, the appropriate levels.

All teachers are expected to keep detailed records of work set and marks achieved.

Once complete, the coursework is stored securely by the teacher or Head of Department.

Students are closely monitored to ensure that they are working towards deadlines and strategies are in place to encourage them to do so.

Students will be helped with their coursework throughout the coursework period in accordance with the relevant Examination Board guidance. Work submitted as 'final' will not be returned to students for further 'polishing'.

Burnham Park Academy sets internal deadlines for the submission of all coursework which ensure that staff have time to mark, moderate and submit the work to the Examination Boards.

Deadlines are set by Heads of Department and made available to students and parents at the beginning of the year. They are also published on the school website.

The school has the full backing of the Examination Boards in setting its own internal deadlines and is indeed advised so to do.

Staff at Burnham Park Academy are expected to stick rigidly to the internal school deadlines, allowing late submissions only in exceptional circumstances (e.g. medical emergencies) and in consultation with their Heads of Department. Teachers who refuse to accept work after the

deadline will have the full support of their Heads of Department, the Leadership Team and the Governors.

Staff will not be authorised to withdraw students from other lessons in order to complete coursework.