



COURSEWORK REGULATIONS for PUPILS

- Coursework/Non-Examined Assessment will be carried out within the timeframe as directed by each Department.
- You are not expected to spend any longer on your coursework than the time allocated by your teacher within lessons and normal homework time.
- Under no circumstances may the completion of coursework be used as an excuse for failing to do homework set by another subject.
- **All deadlines must be strictly adhered to.**
- **Your coursework must be your own work.** Whilst you can, and should, incorporate the results of any relevant research into your coursework/controlled assessment, the verbatim quoting of whole paragraphs is not acceptable. Any such research must be appropriately acknowledged. Otherwise this counts as plagiarism.
- For each piece of coursework, you will be required to sign a declaration confirming that you have received and understood these regulations, and that the work you are submitting is your own.
- Any coursework submitted with a signed declaration that can be shown to be the work of others, or that is manifestly copied straight from a textbook, the internet or another pupil, will be reported to the relevant Exam Board. The Board may take a number of courses of action following such a report, including disqualification.
- Coursework marks are only provisional and may be adjusted up or down by the Exam Board.
- Candidates may have access to coursework marks once all internal marking and moderation is completed. At this point there is the right to appeal if you have clear grounds to believe that marking and moderation procedures have not been followed. The appeals process is located on the school website under Academic Policies. Any appeal should be referred to the Deputy Head (Academic) in the first instance.
- These regulations as set down by the school are in accordance with the Exam Board regulations and advice printed on the sheet attached.

C.J.A.Bates, Deputy Head (Academic)
& H. Turnbull, Exams Officer

September 2018