

Submitting Coursework Policy

2020/21

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
SLT/Exams Officer	
Date of next review	01 Sep 2021

Role	Name(s)
Head of centre	Jim Grant
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart

Responsibilities

The exams office is responsible for the following in relation to Coursework:

- Setting internal deadlines for staff.
- Collection of Coursework marks.
- Distributing candidate declaration sheets and candidate authentication sheets to course leaders for issue to subject teachers
- Despatch of coursework to the examiner/moderator.
- Tracking the despatch of coursework.
- Storage of candidate authentication documents.
- Storage of returned coursework for the period after Post Results in October.

Course Leaders/Subject Staff are responsible for:

- Accurate completion of coursework mark sheet and adherence to internally set deadlines.
- Ensuring that centre declaration sheets are accurately completed.
- Ensuring that candidate authentication are completed by students.

Process

- Exams Office distributes 'Notice to Candidates' for staff to issue to students, these are also available online via CCO.
- Exams Office distributes coursework mark sheets to course leaders/subject staff by specified date.
- Course Leader/subject staff completes the mark sheet and returns it to Exams Office with the coursework or a sample (if applicable) by the deadline date.
- Exams Office transfers coursework mark to exam board and retains a copy of all marks in the exams office.
- Exam Office despatches mark sheets and samples to board and moderator, where EDI submission of marks is available, this will be used.
- Exams Office maintains and checks a coursework log sheet, and that all coursework has been received from course leaders/subject staff and despatched.
- Returned coursework from the moderator is stored in the exam office until the board defined post results date in October.
- Course Leaders can request to view coursework under supervision within this time period.
- Coursework is then returned to Course Leaders who will store. A batch email will be sent out to all ex-students after the October Post Results deadline inviting them to collect their coursework.
- Any uncollected coursework, where collection arrangements have not been made, will thereafter be disposed of.