



Loreto Sixth Form College

Procedure on Internal Coursework & Portfolio for External Qualifications

Many subjects have a portfolio/coursework requirement whose marks contribute to the final grade. It is most important that you keep to the deadlines for the submission of this work. Please act on the advice of your teachers in regard to:

- The amount of time to be spent on any task
- The need for planning on long term projects
- Any deficiencies highlighted in the monitoring of coursework

The College's approach to planning and deadlines is a reflection of the importance of this element and our intention is to support our students in every way in order to reduce stress and pressure. This is why we have a procedure to ensure that all our students are treated fairly regarding the meeting of coursework & assessment deadlines. Please read this very carefully.

Assessed Portfolio/Coursework Procedure

1. Portfolio/Coursework is defined as any piece of written, practical or oral work which is marked by the College, or an external assessor and which contributes to a grade.
2. Irregularities in coursework discovered prior to the student signing a declaration of authentication will not be reported to the awarding body but dealt with as an internal disciplinary matter. The work will not gain any credit.
3. An irregularity in coursework discovered after the signing of the declaration of authentication by the student will be reported to the awarding body which may lead to disqualification from the subject.
4. Students must read and understand fully the **Notice to Candidates** from the Joint Council for Qualifications about GCE Coursework regulations.
5. All students are given the same and sufficient time to complete the work.
6. Work must be handed in by the agreed published departmental deadline which is earlier than the final deadline for the awarding bodies. This is to enable work to be marked and standardized.
7. You will be given clear instructions by the department as to the time and place for handing in work.

8. The work must be handed in by you and not given to another student to hand in.
9. If you are absent on the deadline day, a parent/carer or friend must bring the work to be handed in to meet the deadline. If it is impossible to deliver the work you must contact the College by phone on the day to give an explanation.
10. If coursework has not been completed by the deadline, the incomplete work must be handed in by the deadline to receive a mark. The Procedure on improving work after the initial submission for vocational (BTEC) courses is commensurate with Pearson rules and guidance.
11. Normally there will be no extension of a coursework deadline if you are absent for a few days during the period that the work has to be completed.
12. If there are any special circumstances e.g. extended absence covered by a medical, note, there is the possibility of an extension but this must be negotiated with the HOD concerned and the outcome reported to the Exams Manager; parents will be informed if necessary.
13. Art portfolios, ALL candidates need to photograph their work to create an e-portfolio which they can use for reference when applying to University and which will help you to build your Centre resources.
14. JCQ rules state that candidates can request a review of the center's marking for GCSE/GCE subjects before marks are submitted to the awarding body. For this to be applicable, the Centre must plan to complete the following activities ahead of the awarding bodies' published deadlines.

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ/OFQUAL, Loreto Sixth Form College is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the relevant specifications for each subject;
- the consistency of the internal assessment secured through internal standardization as set out by the awarding bodies;
- Staff responsible for internal standardization to attend any compulsory training sessions.

Appeals Procedure

Statement for students

"If at any stage during your course you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. coursework / portfolio / projects) you should see the Examinations Officer as soon as possible".

Each Awarding Body publishes procedures for appeals against its decisions, and the Examinations Officer will be able to advise pupils and parents of these procedures. It may be possible that an appeal may be resolved informally by referring the matter to the respective Head of Department. In the event that this is not successful, formal procedures must apply.

A pupil or parent wishing to appeal in internal assessments should contact the Examinations Officer as soon as possible to discuss the appeal, and a written appeal, setting out the grounds for this, must be received by the College **by 31st May in the year of assessment.**

On receipt of a formal written appeal, an enquiry into the internal assessment will be conducted an appeal panel, co- chaired by a member of the SMT and Quality Nominee with regards to BTEC. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body/or that the candidates mark is in line with the standard set for the other candidates at the Centre.

The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

The appeals procedure must be made available to all students as part of the induction within their course (for vocational (BTEC) qualifications), or that element of the course where coursework is completed.

What the Head of Department must provide for the appeal panel

1. Departmental minutes from the first meeting of the academic year to indicate that the college procedure for internally assessed coursework was discussed and given out to new and existing members of the department. Absentees were given their copy.
2. Evidence that that The Coursework Procedure has been shared with all students who will be completing coursework, and most specifically that students are aware of the Appeals Procedure.
3. The mark scheme or marking criteria for the coursework provided by the awarding body.
4. The departmental mark scheme or marking criteria given to the teachers for marking the coursework if this differs from that of the awarding body.
5. Dates when the coursework was set and to be handed in for that student.
6. Evidence that all teaching groups have been given the same length of time.
7. The departmental Procedure for candidates who were absent when the coursework was set or were absent for part of the period during which the coursework was being carried out.
8. Dates when the coursework was marked by the teacher(s).
9. The name of the teacher in charge of the internal standardization.
10. Dates when this teacher attended the last awarding body standardization meeting.
11. Evidence that the information from this meeting was disseminated to the department.
12. Date(s) for departmental standardization meeting and teacher attendance.
13. If the teacher assessing the piece of coursework was absent, what was done to ensure that the information was given to this teacher.
14. Copy of coursework marks sent to the awarding body.

- The above information should be provided in a ring binder or suitably filed.
- It would be advisable to set up this binder at the beginning of the course and update it each year.
- If an appeal application is made, the HoD would only have a short time to provide this information, for the appeal panel. **Appeals have to be made by 31 May in the year that the work was assessed.**
- The evidence above may also be requested by an awarding body inspector visiting the College or the awarding body if a parent makes a further appeal against the panel's decision.

Exams Coursework Deadlines

- Deadline (Internal) set by HOD's and the Exams Manager
- Allowing for processing and distribution
- HOD responsible for the submission of coursework to the Exams Office
- ALL Coursework to be tracked & distributed by the Exams Office

Head of Centre: Michael Jaffrain

Exams Manager: Jason Fielding

Date: 03.04.23

The Procedure is next due for review on 01-Sep-2024.