

Coursework Policy

[Next update - September 2018]

A. Plagiarism and Impersonation

For the purposes of this policy:

1. Plagiarism is defined as the unauthorised copying of material from another person, books or other literature or from the internet and passing it off as one's own work.
2. Impersonation is defined as allowing or aiding and abetting the production of work for assessment purposes by a third party and passing it off as one's own work.
3. Candidates are always required by the Examination Board to sign a statement affirming that the material submitted is entirely their own work. Candidates are warned that plagiarism or impersonation will be reported to the Examination Board and may result in disqualification from the examination.
4. The final decision as to whether plagiarism or impersonation has occurred rests with the assessor after consultation with the internal moderator.

B. Deadlines for the Submission of Coursework

1. Individual deadlines for final submission of items of coursework may vary from subject to subject, depending on each subject's specifications and according to each subject department's working schedule. Once a piece of coursework has been submitted for assessment, the candidate will have no further access to it.
2. If the deadline set for submission of a piece of coursework is not met, candidates should be aware that the work may not be marked / assessed. The consequence of this would be a significantly poor final examination grade, since the mark for that component would be recorded as a zero.
3. The School's overall deadline for final submission of all coursework in all subjects is set by the Examinations Officer, who is acting on instructions from the Examination Boards.
4. Coursework (whether done in the candidate's own time or under controlled conditions) is assessed by the candidate's teacher, and moderated internally. The internally moderated / agreed marks are then submitted to the Examination Board to be further moderated by an external assessor.

C. Appeals against Internally Awarded / Moderated / Marks

1. If a candidate wishes to appeal against the internally moderated mark awarded to a piece of coursework, the work in question will be reviewed by the teacher and moderator of that subject. No further review will take place after that. Candidates should be warned that a review can result in a reduction or an increase of the mark or grade initially awarded,

2. Subsequent appeals against marks or grades initially awarded are made via the Examinations Officer to the relevant Examination Board, on payment of a fee. Again, marks or grades may be adjusted downwards or upwards as a result of a review. The Examination Board's decision is final.

Authorised by the Principal, Mr E J Matyjaszek

October 2017