

Consortium Assessment and Coursework Policy

Communication

- Dates for coursework and assessment deadlines should be planned in advance and unit plans available on the BKN website.
- All coursework and assessment deadlines should be communicated to students at the beginning of the year. Students should record this in their planner.

Deadlines

- The final deadline should be preceded by a number of interim, review deadlines to enable staff to monitor the progress of the piece of work.
- Close monitoring should allow Staff to identify at an early stage any student who is having difficulty either with the work or the deadline and such students should be encouraged to take remedial action immediately.
- Feedback should be given to students as long as this remains within the guidelines laid down by the respective exam board. (Please note that this does not apply to practical examinations.)

Remedial actions should include:

- The identification of specific areas for attention and an appropriate time span for effecting the remedial action.
- Parents should be contacted by the Curriculum Leader or Form Tutor if a 'Cause for Concern' is raised, at the earliest signs of real difficulty - **not** just before the final deadline.
- An appropriate time scale should be used. Giving students a long time to complete coursework, without building in interim checks is unlikely to lead to a satisfactory conclusion.
- Students who fail to respond to departmental action should be referred using the Consortium 'Cause for Concern' form.
- Coursework should be handed in to the subject teacher on or before the date set by subject staff.

Additional Recommendations

- Staff **may** like to consider using e-mail to receive drafts of coursework from students. In this way, staff have always got a copy of recently completed coursework, which can be handed in if students fail to submit final versions.
- Staff should encourage students to include Name, Candidate Number and Centre Number on all word processed work by way of a Header or Footer.
- Students should be encouraged to create and regularly update a web address bibliography. This will then form part of their coursework bibliography, but will also act as an index should they need to revisit a particular site.
- It should also be communicated to students that the examination boards now have powerful software that detects plagiarism, and that its effectiveness is being constantly upgraded.
- Staff should encourage students to keep an extra paper copy and electronic copy of their coursework at home (where applicable).

Marking of Student work: Consortium guidelines

Whilst accepting that subjects will have different and specific requirements in terms of marking, the following guidelines are offered so that all students will have some common experience in terms of the range, frequency and type of marking they will experience across the subjects they study.

- Work should be marked and appropriate feedback given to students.
- All marking should be informative and constructive, giving students clear direction as to the strengths and weaknesses of the work **and how to improve** (and/or reach their target grade).
- Marking, wherever possible, should be completed within one full rotation of the Consortium timetable.
- The way in which work is formally graded is at the discretion of the teacher but regular feedback on the quality of student achievement is necessary.
- Opportunities for more formally marked and assessed work should be identified in Schemes of Work in line with the scheme objectives.
- Where subjects are taught by more than one teacher some moderation of levels is advisable i.e. Consortium subject staff should ensure the department are marking/grading work in the same way to ensure students have consistency between schools.
- All internal assessments should be marked according to the grade criteria of the syllabus.