

DOCUMENT 2

Joint Council for External Qualifications – Non-Examination Assessments/Coursework Procedure

Non examination Assessments/ coursework are(is) defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to a GCSE, BTEC and AS or A Level award.

2. Students must read and understand fully the **Notice to Candidates** from the Joint Council for Qualifications about Non-Examination Assessments Regulations (attached).

3. Irregularities in Non-Examination Assessments/ 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.

4. An irregularity in Non-Examination Assessments/ 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.

5. Non-Examination Assessments/coursework must be completed on or by the agreed published departmental deadline (attached).

Coursework

6. All students are given the same and sufficient time to complete the work.

7. Students are given clear instructions as to the time and place for handing in the work.

8. Coursework must be handed in by the student to the designated teacher and not given to another student in school to hand in.

9. If the student is absent from school on the deadline day, a parent/carer or friend must bring coursework to school to be handed in to meet the deadline.

10. If it is impossible to deliver coursework to school, an assistant head must be contacted by phone for advice on the deadline day.

11. If coursework has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark.

12. Normally there will be no extension of a coursework deadline if a student is absent for a day or two during the period that the coursework is being completed.

13. If there are any special circumstances e.g., a prolonged absence covered by a medical certificate, there is the possibility of an extension, but this must be negotiated with the Key Stage Co-Ordinator. A note will be given to the Subject

Leader and parents to confirm the extension.

DOCUMENT 3

Guru Nanak Sikh Academy

Internal Assessment Decisions: Appeals Procedure

1. The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.
2. The grounds for appeal relate only to the **procedures** used in arriving at internal assessment decisions or the production of externally assessed work and **do not** apply to the **judgment** made.
3. The appeal must be made in writing to the School's Examination Officer by 31 May of the year that the Non-Examination assessments/coursework was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.
4. The Principal will nominate a senior member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Subject Leader and School Governor will also be on the panel.
5. The panel will examine the evidence for the procedures used in the assessment, decide upon its appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.
6. The panel's findings will be formally reported back to the candidate/parent/carer at the beginning of July.
7. Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.
8. The Appeals Procedure is available for inspection.