



A. Rationale

Many of the subjects in Years 11 to 14 are assessed on a mixture of internal assessment and examinations. The coursework element of a subject can make up a significant part of the final mark. It can be a useful way of showing what a student can do, where an examination wouldn't be suitable, for example, a music presentation or a science experiment. Coursework can also allow students to:

- study a subject in more depth
- take more responsibility for what they study
- have more control over the pace at which they study

B. Principles

Teachers should see coursework as an integral part of the delivery of the course. Coursework can be completed in a normal timetabled lesson or outside the school and involve independent research.

Coursework may be completed at any time during the course, ensuring that the assignment issued to candidates is appropriate to the year in which the assessment will be submitted to the awarding body.

Coursework encourages a more integrated approach to teaching, learning and assessment and enables teachers to confirm that candidates carried out the work involved. It increases control over assessment of candidates' work at three critical points; task-setting, task-taking and task-marking.

C. Responsibilities

Senior Leadership Team

The senior leadership team has overall responsibility for ensuring coursework operates successfully; **delegated to the teacher with responsibility for assessment** and involves:

- Establishing school policy on coursework
- Assigning responsibilities to specific members of staff
- Ensuring that all staff understand their roles and responsibilities – for example using professional development sessions
- Dealing with issues arising – for example resolving timetable clashes, obtaining additional facilities
- Monitoring the operation of coursework – for example receiving reports from subject departments and/or the exams office.
- Ensure that all staff involved have a calendar of events such as moderation days.
- Create, publish and update an internal appeals policy for coursework.

- Provide guidance on JCQ regulations (Appendix 2) on student use of AI to complete coursework

Subject Departments

Each subject department that has a coursework element is responsible for:

- Developing, maintaining, and implementing its own internal assessment procedures.
- Implementing the procedures for setting, marking, standardising and administering external coursework as regulated by the examination boards.

Head of Department

Responsibility for implementing the internal assessment procedures rests with the Head of Department who must ensure that:

- The assessment procedures as outlined by the relevant examination boards are properly implemented.
- Deadlines are clear, agreed with all teachers in the department and made available to students and their parents.
- Ensure all members of the department are fully aware of the coursework requirements and have a clear view of their role and responsibility in the process.
- Consistency of marking of coursework is secured through departmental standardisation and robust moderation processes.

Subject Teacher

While the Head of Department has overall responsibility, the teacher who teaches the relevant component of the course, is responsible for internal assessment.

In carrying out the internal assessment the teacher must ensure that:

- All students are fully aware of the coursework requirements by giving them the course specification and marking criteria.
- Students are working at an adequate pace to complete the coursework within the given timeframe.
- The assessment evidence has been produced and authenticated by candidates according to the requirements of the specification.
- They conduct the assessment in accordance with the standards and procedures specified by the Examination Board.
- The assessment is consistent, and that moderation takes place.
- They avail of training and guidance from the Examination Board as and when it is considered necessary.
- They retain assessment evidence for the period recommended by the Examination Board.
- They comply with the Examination Boards' procedures for dealing with malpractice.
- They make a clear distinction between any interim review of coursework and final assessment for the intended examination series. Once work is submitted for final assessment it must not be revised. Under no circumstances are 'fair copies' of marked work allowed. Adding or removing any material to or from coursework after it has been presented by a candidate for final assessment will constitute malpractice.
- Where a teacher teaches his/her own child, he/she must declare the conflict of interest and submit the marked work for moderation, whether or not it is part of the moderation sample.

- Where coursework is submitted in digital format there may be instances where the construction of the e-coursework does not attract any marks, in which case this construction may be completed by the teacher instead of the candidate.
- Where appropriate, work submitted may also include printouts/copies of presentations, charts, artefacts, photographs, letters, videos, recordings or transcripts of interviews, as well as witness statements from supervising teachers to record what a candidate has demonstrated. If videos or photographs/images of candidates are included as evidence of individual participation or contribution, teachers must obtain the written consent of each candidate, and (where necessary) the candidate's parent/carer, appearing in a photograph or video.
- Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action.

Review of Centre Assessed Marks

The subject teacher will inform their students of their centre assessed marks and a candidate is allowed to request a review of the centre's marking before marks are submitted to CCEA. The department will set a deadline for this internal review of marks request.

- Teachers must also make it clear to candidates that any centre assessed marks are subject to change through the external moderation process.
- Any review must be undertaken before marks are submitted to CCEA. Sufficient time must be given to candidates to allow them to review copies of material, as necessary, and reach a decision.
- Departments must also allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the CCEA deadline for submission of marks.

Pupils

Coursework is an integral component of many AS/A2 courses. At Mount Lourdes we want pupils to do their coursework as well as they possibly can for three major reasons;

1. Coursework develops study skills that will be important to future academic success, such as independent research and the ability to produce extended pieces of work to a deadline.
2. Coursework rewards subject skills that cannot be assessed through written examination papers, such as the ability to carry out a scientific experiment or perform a piece of music.
3. Doing coursework well, improves a pupil's chance of achieving good grades and going into the examinations with a good set of coursework marks will ease the pressure on them considerably.

D: Coursework rules and regulations for Pupils

The work that you submit for assessment must be your own. However, you may;

- Quote from books or any other sources, including the internet.
- Receive guidance from someone other than your teacher: if so, you must tell your teacher, who will record the nature of the assistance given to you.

Departmental deadlines for final submission of coursework.

Each department can set a deadline for submission of all coursework each year. The departmental deadlines for 2025/26 are included in appendix 1 and are updated annually.

Acknowledgement of sources

1. In many subjects' candidates will need to use information from published sources (including the internet) when carrying out their coursework. However, candidates must not copy published material and claim it as their own work.
2. If candidates use the same wording as a published source, they must place quotation marks around the passage and state where it came from. Candidates **must** give detailed references even where they paraphrase the original material.
3. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: (Morrison, 2000 p 29).
4. For material taken from the internet, the reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:
http://www.bbc.co.uk/schools/16/sosteacher/history/40766.shtml, downloaded 5 February 2015. Candidates must also include a bibliography which lists the full details of publications used to research and support their coursework, even where these are not directly referred to, for example: Morrison, A (2000) 'Mary Queen of Scots', London: Weston Press.
5. If any sections of their work are reproduced directly from AI-generated responses, those elements must be identified by the student and they must understand this will not allow them to demonstrate they have independently met the marking criteria and therefore will not be rewarded

Malpractice in coursework

Candidates must not:

- submit work which is not their own.
- use AI to the extent that the work they submit for assessment is not their own
- lend work to other candidates or allow their work to be copied
- allow other candidates access to, or the use of, their own independently sourced material or assist others in the production of coursework; (this does not mean that candidates may not lend their books to one another, but candidates must not plagiarise others' research);
- use any books, the internet or other sources without acknowledgement or attribution.

These actions constitute malpractice, for which a penalty (e.g. disqualification from the assessment) will be applied.

If irregularities in coursework are discovered prior to the candidate signing the declaration of authentication this will be dealt with under the school's internal procedures and need not be reported to the awarding body. Details of any work which is not the candidate's own **must** be recorded on the authentication form supplied by the awarding body.

If irregularities in coursework are identified by the school after the candidate has signed the declaration of authentication, the head of department must submit full details of the case to the relevant awarding body at the earliest opportunity.

Each candidate **must** sign a declaration when submitting their coursework to their subject teacher for final assessment. This is to confirm that the work is their own and that any assistance given and/or sources used have been acknowledged.

The awarding bodies accept no liability for the loss of, or damage to coursework that occurs during the moderation process or during despatch, transit, or storage, or for problems that occur during the construction, submission and moderation of coursework in an electronic format.

N.B. Students should not include any items of real or sentimental value e.g. photographs, certificates.

Involvement of parents/carers

1. Parents/carers should encourage their children to spend time on their coursework and to think about it as early as possible. They should discuss with their children the planning and timing of the work.
2. Parents/carers may provide their children with access to resource materials and discuss the coursework with their children. However, they must not give direct advice on what should or should not be included.
3. A pupil who needs more specific help should be encouraged to speak to her teacher.

Student Advice when competing Coursework

- ✓ Keep to the deadlines your teachers set.
- ✓ Take care of your work and keep it safe.
- ✓ Ask your teacher if you need any guidance.
- ✓ If you have been absent and have any problems with completing your coursework, talk to your teacher.

E: Internal Assessment Appeals Process

Mount Lourdes is committed to ensuring that whenever its staff assesses students' work, this is done fairly, consistently and in accordance with the specification for the qualification concerned. In accordance with the Code of Practice for the conduct of examinations, the school is committed to ensuring that:

- Staff have the appropriate knowledge, understanding and skills to conduct internal assessments.
 - Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification.
 - The consistency of internal assessment is secured through internal standardisation.
 - Staff responsible for standardisation have attended training sessions and are properly trained.
1. If at any stage during your course you have concerns about the procedures used in assessing your coursework, then you must initially discuss this with the subject teacher. Hopefully this will resolve the issue.
 2. If you remain concerned about the procedures used, contact the Head of Department.
 3. If the matter has not been resolved at departmental level, you should see the Examinations Officer (A. Curran) to discuss whether a formal appeal could/should be made.

4. A student or parent wishing to appeal against the procedures used in internal assessments should do so in writing to the principal.
5. An appeals committee consisting of the Principal, Vice Principal and the relevant Head of Department will consider appeals. This will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body
6. 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.

Appendix 1

Department Coursework deadlines 2025/26

A-Level/BTech

Subject	Deadline
Health and Social Care	23/3/26
Life and Health Science: Year 13	18/3/26
Year 14	19/3/26
Biology (Year 13 &14)	19/3/26

GCSE

Subject	Deadline
Music: Year 11	29/4/26
Year 12	11/12/26
OCN: Mrs McGee's class	27/3/26
Miss McManus's class	11/06/26

Appendix 2

Link to JCQ Guidance For the attention of Heads of Centre, Teachers and Assessors (April 2025):

AI Use in Assessments: Your role in protecting the integrity of qualifications

<https://www.jcq.org.uk/knowledge-hub/ai-use-in-assessments-your-role-in-protecting-the-integrity-of-qualifications/>