



# PETER SYMONDS COLLEGE

## COURSEWORK CHARTER

The College has an Assessment Policy setting out guidance for staff. This Coursework Charter is for students. All work submitted for assessment must be the student's own work.



### The college is committed to:

- Providing clear and detailed information for students about all aspects of coursework and deadlines in each academic subject
- Advising students at enrolment and when making course choices about the coursework implications for course combinations
- Abiding by coursework rules and regulations as set out in each specification by the examination boards and by the Joint Council for Qualifications (JCQ)
- **Ensuring that coursework deadlines are strictly adhered to, except in very exceptional circumstances.** *'Exceptional circumstances' is defined as a situation which could not have been foreseen or planned for by the student. Medical or other documentary evidence will always be required. Exceptional circumstances do **not** include computer or printer breakdown, work left at home or at the house of a friend, etc. Heads of Faculty/ Director of AHED will be the final arbiters.*
- In the case of GCSE controlled assessments, GCE (A level) coursework, GCE and GCSE non-examination assessments and Extended Project Qualification, providing Centre-assessed marks so that students may, if they wish, request a review of the Centre's marking before marks are submitted to the awarding body. *(Details of the review process can be found in the Reviews of Marking Policy available on the Exams intranet site)*

### The student is committed to:

- Reading and acting on all the information provided by the College and by their subject teachers about coursework requirements
- Starting coursework when it is set and meeting interim deadlines (in the past some students have underestimated the complexity of their coursework and have left starting it until the last minute)
- Not missing lessons in order to complete coursework
- Producing coursework which is not plagiarised (see below) in any way
- Meeting college deadlines
- Handing in coursework as directed by teachers

**NB:** If it is agreed that there are very exceptional circumstances for a student to submit coursework after the deadline, the student **MUST** meet the extended deadline and hand in work as agreed with the teacher or Head of Subject/Curriculum Manager

**The following sanctions will apply:**

- Coursework will not be accepted by any teacher after the published deadline, except in very exceptional circumstances
- Students who default on coursework deadlines risk having their exam entry withdrawn or their College place withdrawn
- Students who are found guilty of any form of plagiarism will be referred to the Head of Faculty/ Director of AHED and may have their coursework disallowed by the college. *Plagiarism is cheating. It includes copying sections or all of a piece of work verbatim without acknowledgement from other sources, including textbooks and the internet or the work of other students.* All sources used must be acknowledged
- Students who lend their work to others for the purpose of plagiarism are as culpable of cheating as the person to whom the work is lent. Accepting significant help from another person (including a fellow student, teacher, parent or other adult) is also deemed to be cheating. Receiving guidance from another person is acceptable, but you must report the nature of the guidance to your teacher
- Students found guilty of any form of plagiarism after they have signed the exam board declaration and the coursework has been submitted to their teacher for marking, will be reported to the exam board by the College's examinations office, and will be subject to the relevant exam board sanctions, which may include:
  - the piece of work being awarded zero marks;
  - disqualification from that unit for that examination series;
  - disqualification from the whole subject for that examination series;
  - disqualification from all subjects and being barred from entering again for a period of time.

Teachers will advise students about on-line plagiarism checking software, like 'turn it in': <http://turnitin.com/>