LACON CHILDE SCHOOL
PART OF FOUR STONES GATEWAY

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EXAMINATIONS POLICY – COURSEWORK

DATE POLICY WAS APPROVED	16.12.2025
DATE POLICY WILL BE REVIEWED	Autumm 2026
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Exam Co-Ordinator

Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire, and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this policy the term:

"CEO" includes the Chief Executive Officer

"CFOO" includes the Chief Financial Officer

"Trust Senior Leadership Team" includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

"Headteacher" includes the appropriate School Headteacher.

"Trustees or Trust Board" are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

"Local Academy Boards (LAB)" are appointed Governors at a local level associated with the Trust's Worcestershire Schools. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Local Governing Bodies (LGB)" are appointed Governors at a local level associated with the Trust's Shropshire Schools. LGB Governors are advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Chair" responsible for leading the board and ensuring its effectiveness.

"Stakeholders" are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Examinations Policy - Coursework

Roles and Responsibilities:

Senior Leadership Team

- To be accountable for the safe and secure conduct of coursework. Ensure assessments comply with the JCQ guidelines and awarding bodies' subject specification.
- At the start of the academic year, begin coordinating with HODs to schedule coursework. The school will ensure coursework tasks are spread throughout Years 10-11.
- Map overall resource management requirements for the year. As part of this resolve:
  - clashes/problems over the timing or operation of the coursework.
  - issues arising from the need for the particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff and students have a calendar of events.
- Create, publish, and update an internal appeals policy for coursework.

Subject Leads

- Decide on awarding body and specification for a particular qualification.
- Obtain the coursework task details from the examination board.
- Supply to the examination office details of all unit codes for coursework.
- Ensure that at least 40% of overall assessment is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Choose the most appropriate time for the coursework to take place (usually during timetabled time) and inform the relevant member of the senior leadership team of the date(s) as early as possible in the academic year.
- Plan when and how the assessment will take place, taking into account the accommodation and resource required.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibility with regard to coursework.
- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes and any other subject specific instructions.
- Ensure absentees are contacted to confirm arrangements for completing coursework.
- Ensure relevant display materials are removed/covered up with all rooms used for coursework.
- Ensure staff are aware of the relevant level of control permitted (high, medium, or low) as this will determine the level of supervision.
- Ensure all assessment material is securely stored in a suitable place at the end of each session.
- Where candidates produce coursework electronically, ensure their work is backed up regularly and stored securely on the IT system in case of corruption and cyber-attack.
- Ensure separate user accounts for exams are used for high control level work. These must have no access to the internet or e-mail and must only be accessible during coursework sessions.
- Ensure that special consideration is applied for, for students on long absence.
- Ensure entries for coursework are made at the appropriate time.
- Quality assure all final submissions checking for incidents of plagiarism or other forms of malpractice, (including the misuse of internet sources and artificial intelligence tools)
- Report all cases of suspected malpractice to the relevant Senior Leadership line manager.
- Report all instances of lost work to the examination board.
- Ensure that the teachers and candidates sign authentication forms, electronic signatures are acceptable.
- Submit marks through the exam office to the awarding body when required, keeping a record of the marks awarded.
- Submit samples of students work in accordance with the awarding body requirements. Precautions are made to ensure that the package in which the work is dispatched is robust and securely fastened. Sensitive digital media is encrypted in line with the awarding body guidance.
- Retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

Teaching Staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting coursework*.
- Understand and comply with the awarding body specification for conducting coursework, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Ensure candidates understand the need to acknowledge sources, quote, and reference work to ensure they are not plagiarising other material. References should contain:
  - For books: author, title, place of publication, publisher, and publication year.
  - For articles: author, title of article, title of journal, volume, issue, date, page numbers, and doi or permalink.
  - For web page resources: author, title of page, Web address or URL, and date of access.
  - For AI sources: the name of the AI source used and the date the content was generated.
- Supervise coursework (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Where the specification permits, students may work with others-e.g. during collection of data. Ensure any descriptions of joint work are in each candidate's own words.
- Ensure attendance records from assessment sessions are kept.
- Ensure work is handwritten in black ink or word processed, and that printouts, charts, and videos are included where appropriate.
- If required, ensure the students include references and produce a bibliography which lists the full details of publications used to research and support their coursework, even where these are not directly referred to.
- Ensure they sign Teacher Authentication forms on completion of a coursework, an electronic signature is acceptable.
- Mark internally assessed components using the mark schemes provide by the awarding body.
- Ask the SENCO for any assistance required for the administration and management of access arrangements.
- Ensure a student has the chance to make up time if absent.

Examinations Officer

- Enter students for individual units, whether assessed by coursework or external exam before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal exam series.
- Where confidential materials are directly received by the exam's office, to be responsible for receipt, safe storage, and safe transmission, whether in CD or hard copy format.
- Download and distribute mark sheets for teaching staff to use and collect and send mark sheets to awarding bodies before deadlines.
- On the occasions where coursework cannot be conducted in the classroom arrange suitable accommodation where coursework can be carried out, at the direction of the senior leadership team.
- Declare the possible conflict of interest to the relevant awarding body where a candidate is assessed by a person who has a close personal relationship with the candidate, for example, members of their family (which includes stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter).

Special Educational Needs Coordinator (SENCO)

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.