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# CATERHAM SCHOOL

27 September 2010

To Parents and Guardians of all Lower Sixth Pupils

Dear Parents and Guardians,

## **Sixth Form Coursework**

Please find attached a schedule for the coursework that will be required over the coming two years. Please note that in many subjects there is no coursework requirement at A-Level. In some subjects coursework is a compulsory and important part of the assessment: a good coursework grade significantly increases the chances of success at A-Level. Coursework can be time consuming, therefore it is crucial that students are organised and plan ahead.

Pupils will, of course, receive guidance from their teachers but your support in helping your son or daughter with their planning and organisation will be invaluable. It is imperative that students work steadily on their coursework throughout the allocated period and avoid rushing their work as the deadline approaches. You will note that in some subjects coursework needs to be completed over holiday periods. Therefore, please take this into account when booking family holidays or arranging other commitments.

If an interim deadline is missed your son or daughter will be required to come into school the following Saturday in order to complete outstanding work. As you are aware Saturday detentions take priority over all other commitments.

The final deadline for each piece of coursework is set in stone. Any work handed in after the final deadline cannot be accepted, unless supported by a Doctor's certificate justifying any delay on medical grounds.



## CATERHAM SCHOOL

Whilst coursework is being undertaken in one subject, your son or daughter will need to ensure that homework and class work in other subjects are kept up to date. Coursework in one subject is not an acceptable excuse for incomplete or unsatisfactory work in another subject. In the majority of cases this is not a problem. However, if your child does experience problems coping with the demands made upon them, please contact their Form Tutor immediately.

We have also included with this letter guidance on coursework from the Joint Council for Qualifications. This document provides essential information about such issues as authentication of coursework as a student's own work and plagiarism. The penalties for breaking regulations are severe and could lead to a student being disqualified from sitting any A-Levels for a period of time.

Marks for coursework will be issued to pupils a fortnight before submission to the Board for moderation. Details of the Appeals procedure are also included with this letter.

If you need to know more about the exact requirements of your child's coursework in any particular subject, please refer to the Sixth Form options booklet issued to parents last year. In addition, please feel free to contact the relevant teacher or Head of Department.

If you have any further questions, please do not hesitate to contact either of us. In the meantime, please return the attached reply slip to your child's Tutor.

Yours sincerely,

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## Lower Sixth Coursework - 2010/11

Subject	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Art						Unit 1 coursework completed by half term. Unit 2, Exam paper handed out		Mock Exam (Saturday)
Business Studies	No Coursework							
Biology	No Coursework						Practical Exams	
Chemistry	Completed in lessons under "exam conditions"							
3D	Coursework by Feb half term							
Economics	No Coursework							
English				First draft 3/9/10		Final draft 28/2/11		
French	No Coursework							
Geography (1)	No Coursework							
Geography (2)	No Coursework							
German	No Coursework							
History	No Coursework							
ICT	Data Processing: Complete by end of term			Multi-media: complete by end of term				
Latin/Greek	No Coursework							
Maths	No Coursework							
Music		"20 Hours supervised composition" & 2 performances (10-16 mins total)						
PE	Local studies			National studies				
Physics	Preparation before half term, completed in lessons under "exam conditions"							
Politics	No Coursework							
Psychology	No Coursework							
RS	No Coursework							
Spanish	No Coursework							
Theatre Studies	7th	16th **	6th **	11th				
Textiles						Unit 1 coursework completed by half term. Unit 2, Exam paper handed out		Mock Exam (Saturday)

\*\* Intermediate Dates





## Upper Sixth Coursework - 2011/12

Subject	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Art			Personal Study 2 weeks			Unit 3 completed by Feb Half Term Unit 4 Exam paper handed out		Mock Exam (Saturday)	Exam
Business Studies	No Coursework								
Biology	No Coursework						Practical Exams		
Chemistry	Completed in lessons under "exam conditions"								
3D	coursework and critical study by Feb half term								
Economics	No Coursework								
English				First Draft - 3/12/10		Final Draft - 28/2/11			
French	No Coursework								
Geography	No Coursework								
German	No Coursework								
History	Unit 4 Coursework								
ICT									
Latin/Greek	No Coursework								
Maths	No Coursework								
Music	No Coursework								
PE	Personal Exercise Programme								
PE	Factors affecting performance								
Physics	Preparation before half term. Completed in lessons under "exam conditions"								
Politics	No Coursework								
Psychology	No Coursework								
RS	No Coursework								
Spanish	No Coursework								
Theatre Studies	7th	16th **	6th	11th					
Textiles			Personal Study 2 weeks			Unit 3 completed by Feb Half Term Unit 4 Exam paper handed out		Mock Exam (Saturday)	Exam

\* Individual assignments to be written up in exam conditions

\*\* Intermediate Dates



**This notice has been produced on behalf of:**

**AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC**

**Information for candidates**

**GCSE and Principal Learning: Controlled Assessments**

**This document tells you about some things that you must and must not do when you are completing your work.**

**Before you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled Assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

**The regulations state that:**

**“the work which you submit for assessment must be your own”;**

**“you must not copy from someone else or allow another candidate to copy from you”.**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. 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, pg.29).

For material taken from the internet, your 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/49766.shtml>), downloaded 12 February 2011.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) “Mary, Queen of Scots”, London: Weston Press.

**If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.**

## **Preparing your work – good practice**

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from online essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

## **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

## COURSEWORK APPEALS PROCEDURE

Once Coursework has been marked and internally moderated, marks will be published to pupils. Appeals must be made within ten days of the release of marks.

**Examination regulations are that an appeal can be made only against the mark awarded. The appeals panel will consider the intrinsic merits of the work under appeal. It is not permitted to consider the factors which have led to the production of the work in this form (eg illness, absence from school). Allowance for any such factors can only be made by the Examinations Board.**

Once an appeal is received, a panel will be convened. This will consist of: The Head of Department concerned, a second teacher from the relevant department and the Deputy Head Curriculum.

The panel will consider the merits of the work under appeal, and will also look at it in relation to other work marked higher and lower than it. The teacher responsible for marking or moderating the work will explain why the piece of work has been marked as it has. The work will then be examined by the panel, compared to the other work awarded similar marks, and the written submission from the appellant will be considered. When a decision is reached this will be communicated in writing to the appellant.

Please note:

- Coursework marks may be raised or lowered as a result of an appeal.
- Marks / grades awarded by the school are provisional- they are externally moderated and may be raised or lowered by the Examinations Board.
- Once an appeal has been made, no further discussion of the work can take place until the appeal has been resolved.