



Coursework:

Student Guidance

Coursework is any element of your qualification that has to be internally assessed; that is, marked by your teachers but sent to the exam board for moderation. Coursework is not usually conducted under examination conditions and could take many different forms.

Unit **number** of **subject** is a coursework element and contributes **number**% towards your final A level qualification.

Your lecturers will explain to you the requirements of the coursework along with the assessment criteria that you will be expected to meet. You should ensure that you dedicate an appropriate amount of time to your coursework because it does contribute to your final grade, in the same way that an externally assessed examination would.

Submission:

The process for submission of your coursework is as follows:

Draft 1	<p>When you hand this draft in, your teacher will be able to review your coursework and give you some general advice to understand the assessment criteria which will enable you to independently make amendments.</p> <p>This feedback will not:</p> <ul style="list-style-type: none">• Be detailed or make specific suggestions as to how the work may be improved• Identify specific errors or omissions• Provide writing frames or outlines as to the presentation of the coursework.
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Your deadline for Draft 1 is: **Date**

If, for any exceptional reason you cannot meet this deadline, then you must apply for an extension in line with the College's [Extension Policy](#). An extension is not guaranteed but if you are granted an extension, please note the Final Deadline will not be moved.

Final Submission	<p>Once work is submitted for final assessment, it cannot be reviewed. Adding or removing any material to or from coursework at this stage will constitute malpractice. Your teachers will now mark this piece of work.</p>
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Your deadline for Final Submission is: **Date**

Following Submission:

When your lecturers have marked your coursework, they will inform you of your marks before they are submitted to the awarding body.

The date you will receive your marks is: **Date**

At this point, you may request a review of the marking on one of the following grounds:

- That the marks awarded do not give sufficient credit for meeting the published criteria
- Administration error
- That the mark awarded is not in line with the standards set by the centre.

In the first instance, you should discuss your concerns with your lecturer who can provide advice and support.

If you are still unhappy, then you can request a further review by filling in [this form](#). However, you should understand that the mark awarded by your lecturer is provisional as the moderation process carried out by the awarding body when the results are submitted could result in a mark change, either upwards or downwards.

The deadline for you to make a request to review the marking is: **Date above + 5 days**