**Godalming College**

**Geography Department**

**Coursework Assessment Policy**

**2020-21 (subject to review)**

**Rationale**

This policy outlines the procedures and timings operated by the Geography Department relating to all internally assessed work for the following topic:

**AQA: 7037**

**Independent Investigation Coursework (NEA)**

A level geography students need to be aware of the procedures outlined below as these are the standards which are applied to ensure that their work is assessed rigorously and consistently. Students have the right to appeal the process by which their coursework has been internally assessed once they have received their provisional mark. Please note that students are not able to contest their *mark*, only the *process* by which their work has been marked.

This policy is also designed to demonstrate the Geography department’s adherence to the JCQ guidelines on administering internal assessment.

**Context**

As part of their Geography A level, students produce a 3,000-4,000 word geographical independent investigation (coursework) which accounts for 20% of their overall qualification. Students begin the process of selecting a question, researching the topic, and then writing the investigation from the autumn-term of their second year onwards. Student feedback at this stage is general and does not take the form of explicit recommendations, in line with AQA’s own assessment policy.

To support students as they produce their geography coursework, class-time is given at the beginning of the second year and lunchtime workshops are available during the autumn term offering students an environment to work independently in or an opportunity to discuss their question and research with a member of the department.

For more detail on the AQA Topic Based Essay go to AQA: <http://www.aqa.org.uk/subjects/geography/as-and-a-level/geography-7037/non-exam-assessment-administration> or read the ‘Independent Investigation Coursework Guide’ available on Godalming Online.

**Assessment Procedure 2019/20**

* **10th December 2020 – *The final deadline for submission of the coursework***- Students are asked to submit this in person in the main hall, when they receive a receipt, and via Godalming Online so that their worked can be checked using plagiarism software. When submitting their work students will also need to sign an authentication sheet stating that the work is their own.
* **11th October – 18th December 2020 – *Standardisation*** – a random sample of 4-6 pieces of coursework are selected to be marked separately by all coursework teachers to ensure that all staff are marking to similar standards and to resolve any differences of interpretation when using the relevant mark scheme.
* **December 2020 – April 2021 – *Moderation*** - the head of department or coursework coordinator arranges a programme of moderation that will cover a minimum of 10% of the overall cohort. Coursework teachers are asked to provide a sample of their coursework to be marked by the other coursework teachers. Moderation meetings are then held to agree final marks and ensure that all work is being marked to a consistent standard. Should a significant discrepancy in marking be found then the moderation sample is expanded.
* **23rd April 2021 – *Marks Uploaded*** – coursework teachers upload their coursework marks onto the college’s mark book where they become visible to students. **Note: these marks are provisional and are subject to change pending externalmoderation by the exam board.**
* **15th May 2021 – *Marks submitted to AQA***– provisional marks are submitted to the exam board electronically who in turn select a sample to moderate externally.
* **15th May 2021 onwards – *Moderation Sample sent to AQA***– if the Geography department’s marking is found to have been consistent with nationally-agreed standards then it will receive a report outlining this in the new academic year.
* **TBC August 2021 – *A-Level Results Day*** – students will receive their final Geography A-level results including the Independent Investigation Coursework.