**Coursework Deadlines Policy for Godalming College (staff)**

**Rationale**:

This policy is designed to provide consistency and fairness in the way that students’ coursework, whether internally or externally assessed, is handled.

It applies to all subject areas in College. It is the responsibility of each Head of Department or Course Leader under the direction of the Director of Faculty to ensure that these arrangements are in place and followed by all teaching staff who deal with coursework.

It is hoped that by applying more formal and consistent regulations about meeting deadlines, students will be encouraged from the start of their courses to comply with these.

**Details of the Policy:**

1. At the end of September of each academic year, a list of final coursework deadlines across all subject areas will be published on the Staff Intranet. This will allow Senior Tutors and others who have an interest, an overview of each student’s workload in relation to coursework and how it is scheduled
2. Each Course Handbook and Godalming On Line Subject site will publish clear, unambiguous and specific details of handing in dates for coursework.
3. Each Course Handbook will contain a student version of this Policy and the accompanying form; it will also be stored in Godalming Online under “Deadlines”
4. All coursework that contributes towards an externally awarded qualification aim will be handed in as a hard copy, at a set time by all students on the course concerned. The dates, venue and place to hand in work should be made available to students at the beginning of the course and details shown in the Course Handbook and Godalming On Line
5. A receipt must be given to all students who hand in coursework with the date of handing in and a signature to say the work has been received
6. Students should be given frequent reminders about deadlines to be met. If a student is unable to meet the deadline they must complete and submit to the Head of Department a form called **“Application to** **extend a coursework deadline**”. This must list the reason/s for the application and list the verifiable evidence, for example, a doctor’s certificate or other appropriate evidence (failure of computer equipment is not an acceptable reason unless in exceptional circumstances). A copy of this form will be included in the Course Handbook and be available to download from Godalming On Line “Deadlines”.
7. If a student fails to hand in coursework on the date, time and venue indicated, the teacher responsible for the work should ring home to inform parents on the same day, as well as sending a letter and form home to parents, requesting that the student completes the form **“Application to extend a coursework deadline”** before any assessment or further action can be taken.
8. The completed form, signed by the student, parent and the Head of Department should be taken by the student to their Senior Tutor and the appropriate Director of Faculty who will also sign it. The student must then return the completed form to the Head of Department who will pass it to the front office to be placed on the student’s file.
9. A decision on the application will then be made and communicated through the Head of Department to the student. It is then the business of the Department to deal with the student’s work and take appropriate measures with advice from the Senior Tutor and Director of Faculty.
10. If coursework is handed in by the date required by the awarding body, it should be assessed rigorously and constructively. Students’ work will not be penalised if it does not meet an internal deadline. In accordance with our commitment to Personalised learning it is our responsibility to ensure all students should be supported to reach their full potential at this stage of their education. However, other measures such as following a disciplinary route or extra independent study are examples of measures that could be used with individuals, according to circumstance. If a student frequently misses deadlines, a strategy to tackle this should be developed with the Senior and Personal Tutor

**Final Deadlines Policy**

**Applicable to GCSE / A Level Coursework and BTEC Assignments**

**Basic Expectations:**

* Departments agree final deadlines for coursework and/or assignments and notify DLW of these dates before the start of the academic year
* Centralised collection of work is to be arranged by the Curriculum Administrator directly with departments
* Only deadlines reported to the Curriculum Administrator can be treated as formal final deadlines and make use of the Final Submission Policy
* Students and parents will be informed in writing of these deadlines – a link to this policy will be provided
* Deadlines are publicised to students on GOL and in course handbooks
* These deadlines should involve a formal hand-in with a receipt issued either by the Curriculum Administrator or the department
* It is the responsibility of the department to manage interim deadlines and to help manage students to final deadlines
* If it becomes apparent that a student is struggling to meet the deadline the student should be notified of concerns and (depending on circumstances) the importance of meeting the deadline is emphasised
* Making use of this policy and the accompanying extension form should be seen as a last resort
* The form is not available to students – it is in the Forms Library on the Staff Portal and should be issued by the HOD

**Application in advance to extend a final deadline:**

* If a student knows in advance that they are unable to meet a deadline (e.g. a planned absence from College) then they should arrange to hand-in the work early
* If they aren’t able to complete the work early (e.g. unexpected events immediately preceding the deadline mean the deadline cannot be met i.e. a death in the family, prolonged illness), they should request an ‘application to extend a final deadline’ form (hereby referred to as ‘form’) from the Head of Department prior to the deadline date
* The HOD discusses the issue and where appropriate dispenses this form to the student for the student to complete – the form is returned (without the coursework attached but with evidence to confirm the legitimacy of the application) before the deadline passes
* The teacher, HOD and ST verify the reason for the expected failure to meet the deadline; if legitimate and evidenced, a new deadline is set; if the reason is not legitimate, the existing deadline stands
* If an extension is agreed, the teacher can elect to set a different question, assignment, or task for the new deadline
* These details are to be recorded on Learning Conversations
* A student cannot complete the ‘in advance’ route for an extension on the day of the deadline itself – the assumption here is they have failed to meet the final deadline

**Failure to meet the final deadline:**

* On the deadline day the HOD is responsible for identifying any students who have failed to meet the deadline and who have not already applied for an extension
* The HOD will contact these students to find out why the deadline has not been met, discuss the reasons for this and issue the form to the student having completed Part 1
* For BTEC assignments a new deadline cannot be set. The HOD should still complete part 1 of this form.
* The HOD should issue a new deadline – if the HOD feels there is no legitimate reason for missing the deadline the revised deadline should be the next working day. If the HOD feels the reason is more legitimate then an extended deadline can be set
* At this stage the HOD will not confirm whether the coursework will be accepted; only that the student has to submit the form and the work, along with any evidence supporting the legitimacy of their application to a new deadline. The student must be made aware of this
* A judgement about the student’s application will only be made by the HOD and Senior Tutor (ST) on receipt of the completed form (with evidence) which should be submitted to DLW on the agreed date
* The HOD must record the extended deadline and any further conditions in the Learning Conversations database for this particular student

**Reaching a decision and associated outcomes:**

* If the student has applied in advance for an extension and the HOD and ST feel the circumstances are valid based upon the evidence provided, then the coursework will be accepted provided the extended deadline is met.
* If the student has failed to meet the original deadline but meets the extended deadline and the HOD and ST feel the circumstances are valid based upon the evidence provided, then the coursework is accepted. The student may be placed on a disciplinary level for missing the original deadline (depending on the circumstances).
* If the student has failed to meet the original deadline and has met the extended deadline but the HOD and ST feel the coursework should not be accepted based on the evidence provided, then the student fails that piece of work and is placed on a disciplinary level. If failure in this piece of work means that it is no longer viable for the student to pass the course, they are removed from the course.
* If the student fails to meet the extended deadline, then the work is not accepted. The student will be placed on a disciplinary level. If failure in this piece of work means that it is no longer viable for the student to pass the course, they are removed from the course.
* If there is disagreement between the HOD and ST as to whether the coursework should be accepted then the DOF and AP for Student Guidance will be involved in further discussions where a final decision will be made with the HOD.
* The final decision is communicated to parents and students by the ST (or DOF/AP where there is disagreement) within three working days.

**Appeals procedure:**

* If the student wishes to appeal against the decision a meeting with the Assistant Principal for Curriculum and Quality will be set up within three days of the request. At this meeting the student will explain the reasons for the appeal which must also be put in writing before the meeting.
* After the meeting a decision will be reached about the appeal and communicated to the student and parents within 48 hours. This decision will be final.



APPLICATION TO EXTEND

A FINAL DEADLINE

|  |  |  |
| --- | --- | --- |
| Students Name |  | Subject |

Please tick:

 I am applying in advance of the deadline for an extension to complete this work

 I have failed to meet the original deadline

*Please state a reason such as, medical problem, accident, unforeseen family circumstance etc.*

***Note: problems related to computer equipment will not be accepted as a valid reason for an extension.***

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**Part 1: The Head of Department discusses the situation with the student**

|  |  |
| --- | --- |
| Original Deadline | Extension Deadline (if applicable, proposed by HOD) |
| Any additional conditions required / comments: |
| **Head of Dept Signature:** |  | **Date:**  |

**Part 2: Processing the application (to be completed by the student)**

***Please attach to this form any evidence that will be provided to verify the above reason. For example a signed note from a medical professional etc.***

Please gain the signatures of those listed below:

|  |  |  |
| --- | --- | --- |
| Parent / Guardian Signature:  |  | Date: |
| Senior Tutor or Assistant Senior Tutor Signature: |  | Date: |
| Assistant Principal (missed deadline only): |  | Date: |

When your form has been signed by those listed above, it should be returned to

* The **Head of Dept** if application is **in advance** of the deadline day.
* To **Debbie Williams** in Admin, with your evidence and the work in question attached on the agreed date if the **final deadline has failed to be met**.

**Part 3: Reaching a decision**

The Head of Department with the Senior Tutor team and
Director of Faculty will consider your application and provide
you with a written decision.

Decision – Extension granted:

YES / NO