



## CALLINGTON COMMUNITY COLLEGE (ACADEMY TRUST)

# SIXTH FORM POLICY ON MEETING COURSEWORK DEADLINES

In order to treat all students equally in terms of time given for coursework this policy will be applied throughout the Sixth Form by all subject staff.

Final deadline dates for coursework in any subject, will be communicated to both **students and parents/carers** by the Sixth Form Office at the start of the academic year. **This will be in writing**. Coursework deadlines for a number of units in the same subject may be communicated at the same time.

**Students and parents/carers** will be informed that these dates are **FINAL DEADLINES** and that no coursework will be returned to students after this date. (An opportunity to upgrade coursework before it is required to be sent to the Board in May of any year, may be possible after **ALL** units of a course have been completed. This will be at the discretion of subject staff).

**Completed coursework must be handed in on the FINAL DEADLINE DATE. If it is incomplete it must still be presented. A mark will then be awarded for what has been completed.**

Students may still submit work at least two weeks in advance of the **FINAL DEADLINE** with the approval of staff, for checking content and quality. This is considered to be "good practice". Staff will return this work to students as soon as possible to enable students to make amendments or additions and still submit in time for the **FINAL DEADLINE**. Individual subjects will make their own arrangements. Formative assessment deadline dates for tasks within a unit may be set by staff during a piece of coursework/unit of work.

Arrangements will be made if necessary for a student to collect work from home on the deadline date, where a student has genuinely forgotten to bring it and there is no other means of getting it to College.

An extension to a final deadline will only be permitted in the case of **exceptional personal circumstances** as agreed with the subject teacher. Any such arrangement must be made **IN ADVANCE OF THE DEADLINE** and should be communicated to the Sixth Form Office at this time.

All pieces of coursework\* will be handed in by **9.00 a.m.** on the **FINAL DEADLINE** to the Sixth Form Office – not to subject staff. Sixth Form Administration staff will issue a dated acknowledgement of receipt of the coursework (carbonised) and subject staff will be asked to collect from the Sixth Form office. *\*Where practical work is involved e.g., DT and Art etc. Heads of Department will issue instructions.*

Where no coursework is submitted by the **FINAL DEADLINE DATE** and no special consideration has been requested a nil score will be recorded.

*Note – Students are strongly advised to ensure that coursework is completed and ready for presentation **in advance of a FINAL DEADLINE**. No extension will be granted in respect of IT equipment not functioning on the day of the deadline. Students who are absent from College because of genuine illness on the Final Deadline Day must make arrangements for it to be sent to College. If this is not possible then students should contact the Sixth Form Office where arrangements will be made for it to be collected.*

The policy has been established to ensure that all students are treated fairly and equally in terms of completing coursework.

To be reviewed annually in July

Rev/SH/July2011