



OWNED BY	Student Journey Manager/Exams Officer
Policy	Exams Submitting Coursework Policy
DATE OF LAST REVIEW	September 2023
PLANNED NEXT REVIEW	August 2025
APPROVAL	SLT

Role	Name(s)
Head of centre	Matt Reynolds
Exams Team	Neil Owen, Wendy Cowgill, Jane Hart, Kezziah Pike
Teaching Staff	All College teaching Staff

Responsibilities

The exams office is responsible for the following in relation to Coursework:

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- Setting internal deadlines for staff.
- Collection of Coursework marks.
- Distributing candidate declaration sheets and candidate authentication sheets to course Team leaders for issue to subject teachers
- Despatch of coursework to the examiner/moderator.
- Tracking the despatch of coursework.
- Storage of candidate authentication documents.
- Storage of returned coursework for the period after Post Results in October.

Course Team Leaders/Subject Staff are responsible for:

- Accurate completion of coursework mark sheet and adherence to internally set deadlines.
- Ensuring that centre declaration sheets are accurately completed.
- Ensuring that candidate authentication sheets are completed by students.

Process

- Exams Office distributes 'Notice to Candidates' for staff to issue to students, these are also available online via CCO.
- Exams Office distributes coursework mark sheets to course Team leaders/subject staff by specified date.
- Course Team Leader/subject staff completes the mark sheet and returns it to Exams Office with the coursework or a sample (if applicable) by the deadline date.
- Exams Office transfers coursework mark to exam board and retains a copy of all marks in the exams office.
- Exam Office despatches mark sheets and samples to board and moderator, where EDI submission of marks is available, this will be used.
- Exams Office maintains and checks a coursework log sheet, and that all coursework has been received from course leaders/subject staff and despatched.
- Returned coursework from the moderator is stored in the exam office until the board defined post results date in October.
- Course Team Leaders can request to view coursework under supervision within this time period.
- Coursework is then returned to Course Team Leaders who will store. A batch email will be sent out to all ex-students after the October Post Results deadline inviting them to collect their coursework.
- Any uncollected coursework, where collection arrangements have not been made, will thereafter be disposed of.

Data Protection

When managing a student's personal data information it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

Equality

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As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.