

# THE ROYAL SCHOOL

## ARMAGH (Founded in 1608)

### Head Teacher:

Mr G.G.W. Montgomery, B.A (Hons), P.G.C.E., P.Q.H. (NI)



3 October 2024

Dear Parent/Guardian

As we all know, coursework is a key component of many GCSE subjects and as such coursework deadlines are a crucial part of the academic year. It is important to ensure that your child is on track to meet all of their deadlines. I would like to take this opportunity to remind you of the importance of coursework deadlines and the potential consequences of not meeting them.

All schools have an Awarding Body (Examination Board) deadline by which coursework must be submitted by the school, Prior to this deadline schools are required to comply with a number of procedures in order to adhere to the requirements of the Awarding Body. Samples of such procedures are as follows:

- Mark each candidate's coursework according to the awarding body guidelines;
- Carry out internal standardisation;
- Complete internal paperwork;
- Complete a significant amount of documentation required by the Awarding Body;
- Build in sufficient time for pre submission appeals or inquiries.

To adhere to the above procedures a final coursework deadline for pupils must be set by the school **well in advance** of the Awarding Body deadline (**which is a deadline for the school alone**) and it is this final deadline that pupils must work towards.

In addition, each subject area will have a number of internal/intrim deadlines for draft submissions along the way prior to the school's **final deadline**. This allows both teachers and pupils to maintain a regular pace in terms of coursework tasks so that pupils can progress smoothly through their work. Such internal deadlines enable teachers to oversee each draft of the coursework in a timely manner and ensures that pupils have enough time to review and make any necessary revisions to their work.

It is important to build a culture in our young people where they understand the importance of deadlines and your support is invaluable in helping your child stay on top of their coursework deadlines. To help you support your child please take the time to view and read the support document for parents and the final deadline schedule which accompanies this letter. It is important to make a note of the **final submission deadline** for each subject. Please also pay particular attention to the **rules issued by CCEA around teacher advice and feedback** to pupils which is also as an addendum to this letter.

Thank you for your continued partnership and support throughout this academic year. Together, we can ensure that your child completes their coursework to the best of their abilities and achieves the desired educational outcomes. If you have any questions, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in cursive script that reads "Liz Murray".

Mrs E Murray  
**Vice Principal Curriculum**

## RSA Final Internal Deadlines for Coursework

Subject	Year 12	Year 13	Year 14
Music	April 23	April 23	April 23
Professional Business Studies	December 6	March 7	March 21
Technology	April 3	April 4	April 7
Sports Science	N/A	April 9	April 9
Software Systems and Development		February 29 (S) 10 <sup>th</sup> March (F)	February 29 (S) 10 <sup>th</sup> March (F)
Digital Technology	3 <sup>rd</sup> March (S) 31 <sup>st</sup> March (F)	N/A	3 <sup>rd</sup> March (S) 26 March (F)
English	N/A	N/A	March 21
Art	Unit 1 Part A :November 8 Unit 1 Part B: February 7	Unit 1: February 13	Unit 1: February 13 Written Investigation: February 21
Food and Nutrition	March 10 <sup>th</sup>		February 28
Health and Social Care		Unit 1: February 7 Unit 2: April 2	Unit 4 March 10 Unit 5 : March 5
BTEC Agriculture			May 2
BTEC Engineering			May 2
BTEC Travel and Tourism			April 11

## Coursework: Rules regarding Teacher Advice and Feedback to pupils

The following information has been copied directly from CCEA instructions to schools.

Centres **must not** provide model answers or writing frames specific to the task (such as outlines, paragraph headings or section headings) unless the specification or subject-specific guidance states otherwise.

Providing assistance beyond what is permitted in the subject specification is malpractice, and where proven will result in a sanction being imposed on the subject teacher, ranging from; warning, requirement to undertake training, imposition of special conditions, or suspension from any involvement in CCEA qualifications for a period of time.

Category of advice/feedback	
Review candidates' work and provide oral and written advice at a <b>general</b> level.	✓
Evaluate progress to date and propose <b>broad</b> approaches for improvement.	✓
Allow candidates to revise and redraft work.	✓
Provide detailed, specific advice on how to improve drafts to meet assessment criteria.	✗
Give detailed feedback on errors and omissions which leaves candidates with no opportunity to show initiative themselves	✗
Intervene personally to improve the presentation or content of work	✗

CCEA GCSE Qualifications in 2024/25

*A clear distinction must be drawn between any interim review of coursework and final assessment for the intended examination series. Once work is submitted for final assessment it must not be revised. Adding or removing any material to or from coursework after it has been presented by a candidate for final assessment will constitute malpractice.*

## **Missed internal deadlines: Follow up Procedures**

Deadlines are essential tools that help pupils manage their time and responsibilities effectively. Along with final deadlines for completed coursework, interim deadlines for sections of the course are set throughout the process. Meeting these interim deadlines promotes accountability and encourages a strong work ethic. If a pupil encounters challenges in adhering to an interim or final coursework deadline, we encourage open communication to explore possible solutions and provide necessary support. Some or all of the following procedures may apply:

1. In the event that a pupil has missed an official internal deadline the following procedures will apply.

- a) The teacher will pass the necessary details to the Head of Department. The Head of Department will then discuss with the pupil and set a submission deadline, ensuring it is within three working days after the internal deadline.

Additionally, the Head of Department will notify the parent/guardian of this deadline through a phone call.

- b) If the pupil does not submit within three working days the matter will be referred to the Vice Principal Curriculum who will meet with the pupil and or parents to explore logical consequences and ways to resolve the issue.

### **BTEC Subjects**

Unlike A-Levels, BTEC courses have a higher proportion of coursework, which is broken down into smaller sections that students need to complete regularly, often with deadlines almost every week. This structure is designed to help students manage their workload effectively, but it also requires them to stay on top of their assignments continuously.

Meeting these interim deadlines is crucial for students to maintain steady progress. If they fall behind, it can quickly become overwhelming, especially for those taking multiple BTEC subjects. Missing deadlines may lead to a rush to complete work near the final submission dates, which can negatively impact both the quality of their coursework and their overall grades.

Here are the key final internal submission dates for these courses:

- Engineering: 2nd May 2025
- Agriculture: 2nd May 2025
- Travel and Tourism: 11th April 2025

While these final deadlines might seem far away, the frequent interim deadlines are essential for breaking the coursework into manageable stages. We ask for your support in encouraging your child to meet these deadlines and to regularly check in on their progress. Your involvement can play a significant role in helping them stay organised and succeed in their studies.