



Dear Parent(s)

Coursework is still an important element in the examinations at GCSE. Many subjects have coursework assessments, although some do not. We try to ensure that the burden of coursework is spread over the course of the year, whilst being aware of the external deadlines set by the exam boards. This is a complex process that only works if both pupils and staff adhere to set deadlines. This document lays out the proposed coursework timetable for 2009/2010, together with a brief synopsis of the work required in each subject.

It should go without saying that exam boards are extremely vigilant when it comes to plagiarism. Students' work must be their own; sources need to be acknowledged properly. Students should seek advice and guidance if they are at all unclear about this.

The deadlines laid out are designed to spread the burden of coursework, whilst ensuring that work is submitted in plenty of time for internal moderation prior to despatch to the exam boards. ***The boards are explicit in their instructions to all candidates to respect schools' internal deadlines.*** It is, therefore, in pupils' own interests to submit work in accordance with the timetable. The most common reason for pupils to run into problems with coursework backing up is that they have not submitted work when they have been required to do so.

Years 10 and 11 are often the first occasions when students will be required to complete a piece of independent research as part of an exam. This can be quite daunting and bewildering. We try to ease this by talking to students about what will be happening and explaining to them how they can help themselves to successfully complete the work. They will get as much help from teachers as we can provide, within the bounds of the exam boards' guidelines.

Most of the deadlines are actually in Year 11, but this does not mean that those in Year 10 can be taken lightly. All Year 11 students have been told by their teachers when the relevant deadlines are and also some suggestions as to how they can help themselves. Specifically they have been reminded about:

- The need to be self-motivated and responsible for their own learning and progress; it is often useful for them to think carefully and sensibly about their exam aspirations and to use this as a stimulus going forward
- The need to be proactive in seeking help and further guidance, regardless of what those around them may think or do
- The need to reflect carefully on their working practices, to develop their abilities to overcome frustrations and strategies for persisting when they are learning material that they find challenging
- The need to be organised in all that they do; now is a good time to be auditing and organising their notes
- The need to complete their homework thoroughly and independently, and to ensure that they develop good practices within a good environment
- The need to anticipate situations and to plan their time over longer periods
- The importance of understanding the structure and content of each of their exam subjects and recognising the significance of individual pieces of work
- The need to concentrate hard on exam 'technique'
- The importance of planning revision

This document provides you with the information you need to help your son/daughter plan their work effectively. On the following pages you will find:

- a summary of required pieces of work
- the deadlines for submission

Students would be well advised to write out the deadlines for their subjects and place them in their planner to make sure that they know when work is due. With careful planning nobody should find that their work stacks up, causing them problems. Please talk to teachers and Heads of Departments EARLY if you think there may be a problem.

In addition I have detailed below the dates of actual examinations that Year 11 students will have this academic year. They have all been told about these so there ought not to be any surprises!

Date	Details
8 th /9 th October 2009	Year 11 Mock Art exam (13:15 start)
5 th November 2009	IGCSE Maths exam for Y11 set 1 (morning)
Mid-November 2009	Y11 mock MFL speaking & listening tests
11 th November 2009	IGCSE Maths exam for Y11 set 1 (morning)
w/c 30 th November 2009	Y11 Mock GCSE exams
January 2009	Y11 Biology/Chemistry exams – module 2
2 nd – 6 th March 2010	Y11 GCSE Art exams (Sketch book hand-in: Mon 8 th)

Could you please sign the slip below to acknowledge receipt of this timetable and return to your son/daughter's form supervisor by **Wednesday 7th October 2009.**

RCM Loxley
Director of Studies

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This is to acknowledge receipt of the 2009/2010 Coursework Timetable and Guide.

Students Name : Form :

Parent/Guardian : Date :

COURSE	MODULE	DETAILS	TIME ALLOCATION	% OVERALL MARK
ART				
GCSE		Potentially, all Artwork produced over the two years can (if selected) be submitted as coursework but there are some firm dates by which specific work should be submitted.	Sept/Oct internal "mock" exam preparation Internal exam 8 th & 9 th October 2009 February 2010, GCSE preparation GCSE exam 2,3,5,6 March 2010 GCSE Final deadline all work Tues 5 th May 2010	60% Coursework 40% Exam
GCSE		The Private View marks the end of all Art courses	May 2010	
BIOLOGY				
GCSE	Year 10/11	Your practical skills will be assessed during normal class practical work. You will also sit ISA exams – externally set tests lasting 45 minutes based on experiments that you have carried out under controlled conditions. The tests are marked by your teacher using marking guidance provided by AQA and then externally moderated.	Tests will be set in normal lesson time and will not impinge on other subjects. Assessments will be carried out at various times throughout the year.	25%
CHEMISTRY				
GCSE	Year 10/11	Centre assessed unit based on normal class practical work. This will include an externally set and internally assessed test lasting 45 minutes. The assessment is marked internally using marking guidance provided by AQA	Tests will be set in normal lesson time and will not impinge on other subjects. Assessments will be carried out at various times throughout the year.	25%
CLASSICAL CIVILISATION				
GCSE	Year 11 Parts 1 & 2	Two 1500 pieces on a topic that also form part of the final examination (Festivals/The Spartans). Students will be offered a choice of topic and a choice of titles.	Both pieces are completed in Yr 11. Part 1: Autumn Term – 1 st 2 weeks after half-term. Part 2: Spring Term – 1 st 2 weeks of term. Internal deadline will be set during the writing process.	10% 10%
DESIGN & TECHNOLOGY				
GCSE	Year 11 Unit 5	The manufacturing and testing of the finished product.	Practical project and design folder are submitted immediately after Easter break.	60%
DRAMA				
GCSE	Unit 1 and 2.	Two pieces of internally assessed, and externally moderated, coursework; one as response to a published play text and live performance, one devised from a given stimuli. The practical moderation takes place over 12 hours of workshops which will be conducted in lesson times and is supported by up to 5000 words written documentary response. The written aspect of this coursework is subject to controlled assessment.	Coursework and coursework preparation will account for a substantial amount of the Year 10 and 11 course. All coursework is to be completed by the end of the first term of Year 11.	60%
ENGLISH				
GCSE	Higher Tier	Three essays selected from work completed during the first 4 terms of the 2 year course, one in each of the following categories: personal writing (explore, imagine, entertain), response to Shakespeare, response to poetry.	Year 10: coursework spread over four terms & completed by mid-Autumn Term 2009 [entered for January module in Year 11] Year 11: coursework folders to be completed by 22 nd October 2009	20%
GCSE	Higher Tier	Speaking & Listening coursework. 3 pieces, from work completed during the course: individual extended contribution; group interaction, drama-focused [a role other yourself] activity.	Year 11: coursework folders to be completed by 22 nd October 2009	20%
ENGLISH LITERATURE				
GCSE	Higher Tier	Three essays selected from work completed during the two year course, one on each of poetry, prose and drama, to complement the 3 exam texts (pre-1914 coursework, with post-1914 exam)	Year 10: coursework spread over four terms & completed by mid-Autumn Term 2009 [entered for January module in Year 11] Year 11: coursework folders to be completed by 22 nd October 2009	30%

COURSE	MODULE	DETAILS	TIME ALLOCATION	% OVERALL MARK
GEOGRAPHY				
IGCSE	Yr 11	Collection of primary data in the field and analyse this using a variety of graphical and statistical techniques. Each geography set goes out for one day to collect the data from Harthope Burn in Northumberland.	<i>One month of class and homework time to complete the assessment. Start 21st September Hand in date : 5th November 2009</i>	25%
MODERN LANGUAGES				
GCSE	German / Spanish	All terminal written paper. No coursework 2009–10.	N/A	N/A
GCSE	French	Two of the French sets (F11 PTG/CLDC and F11 SD) will complete the coursework option The coursework is an alternative to the terminal written examination. Candidates produce 3 pieces on 3 separate themes. Drafts may be produced for all pieces. One piece must be written under controlled conditions. Internal deadlines will be set by the Department. All other students in Y11 French complete the terminal written paper i.e., there is no coursework.	<i>Date: April 2010</i>	25%
MUSIC				
GCSE		Performing Music: Candidates record one solo and one ensemble piece during the course for submission at the end of Spring Term in Year 11.	<i>Before Easter of Year 11.</i>	Each worth 30%
		Composing Music: candidates compose either two compositions, two arrangements or else one of each.	<i>Before Easter of Year 11.</i>	
PHYSICS				
IGCSE	N/A	There is no coursework component. In addition there is no practical based practical test or examination. Practical skills are assessed via structured questions contained within the written papers taken at the end of Year 11.	N/A	N/A