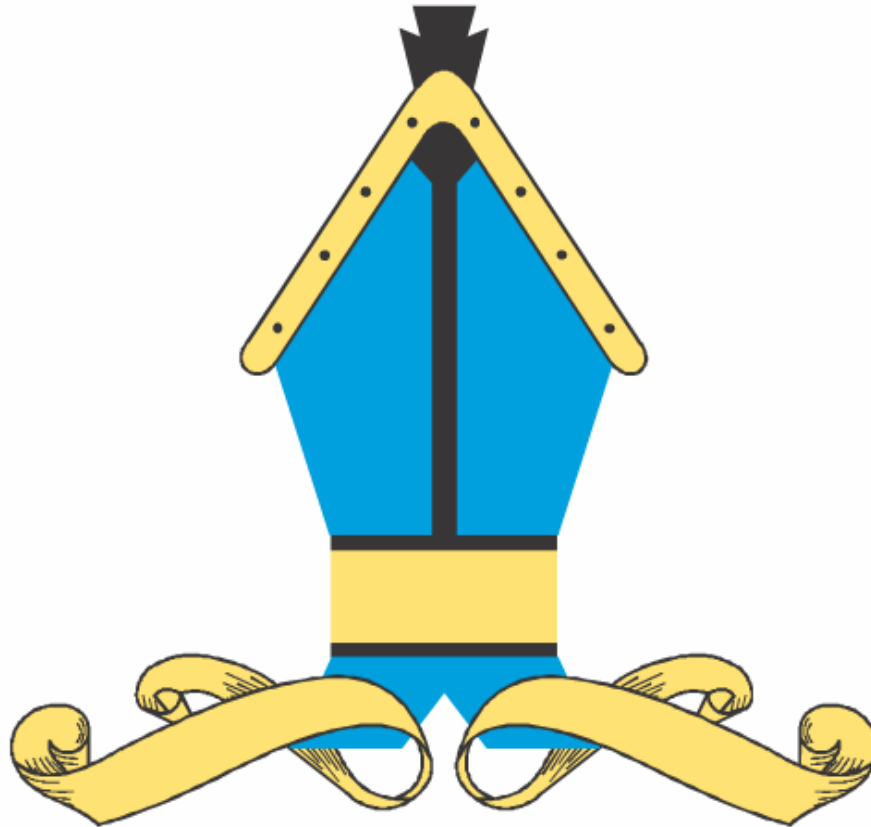


The Archbishop Lanfranc School



Parents' Guide to Coursework 2007-2009



WHAT IS COURSEWORK?

- ↳ Special pieces of work completed during the GCSE course.
- ↳ It is assessed and marked by the teacher and the examination boards check the marking.
- ↳ It is completed in lesson and homework time.
- ↳ It can contribute from 25% to 100% of the final grade.
- ↳ It gives the chance to show what your child knows and understands and to apply the skills that they have learned during the course.

WHY IS COURSEWORK SO IMPORTANT?

- ✎ It provides the chance for your child to do his or her best, free from examination nerves.
- ✎ Your child's teacher prepares the tasks and supervises and guides your child through the work.
- ✎ In some cases this can include the redrafting of work to ensure a better grade. In other subjects, the 'best' pieces of work from those completed are marked and submitted to the exam boards.
- ✎ Good coursework does not necessarily depend so heavily on revision, although regular attendance is a must!

Coursework provides the strongest basis for a good GCSE final grade!

WHAT CAN YOU EXPECT?

- ✓ Different subjects set different tasks.
- ✓ Coursework pieces are set from the start of the course at different times.
- ✓ A variety of tasks or assignments may be set. These may include: creative and critical writing, investigations, practical work, research, performance, speaking & listening, analysis, field work, evaluations and so on.
- ✓ Each piece of coursework will be structured to help your child achieve the best possible grade.
- ✓ Each piece of coursework will include a title, assessment criteria and a time set for handing in and marking the assignment.

WHAT SORT OF PROBLEMS MAY AFFECT YOUR CHILD?



- ⊗ Your child may not understand how coursework adds to their final GCSE grade.
- ⊗ He/She may find it difficult to start coursework pieces because the task seems too difficult.
- ⊗ Your child may not find it easy to organise the work across many subjects, especially as keeping to deadlines needs great self-discipline.
- ⊗ He/She may find it difficult to plan and use the time allocated for getting on with the coursework task(s) at home.
- ⊗ Your child will not always ask for help when he/she encounters difficulties.

Your child might be absent from school and, therefore, miss valuable teaching and preparation time.

WHAT DOES THE SCHOOL DO TO ENSURE GOOD COURSEWORK?

- ✓ Staff teach the skills, ideas and facts necessary for your child to do his/her best.
- ✓ Staff explain what the exam boards are looking for and how the coursework will be marked or assessed.
- ✓ Staff break the task into smaller sections to make it easier for your child to complete.
- ✓ At each section of the coursework, staff monitor progress and give guidance on how the work can be improved and/or developed.
- ✓ The School provides research and computer facilities, for example access to the Learning Resource Centre (LRC).
- ✓ Staff keep parents informed about their child's progress - through the Half-Term Assessments, Progress Reviews and Annual Reports.
- ✓ Staff are willing to respond to any concerns that parents might have about their child's coursework progress.
- ✓ Staff assess and mark the work and send the final marks to the exam boards.

Your help, however, makes the biggest difference!

WHAT CAN YOU DO?

- * Help your child to understand just how important coursework is to them and how it can improve their chances of ensuring GCSE success.
- * Study the Coursework Planner carefully, note the key times and pressure points for your son/daughter.
- * Help your child to plan his/her time carefully.
- * Help your child as much as possible to understand each task by talking it through with them and/or encouraging him/her to seek additional help from their teacher(s).
- * Show an interest in what he/she is doing.
- * Check your child's personal 'Planner' for homework problems and comments from staff.
- * Provide a quiet study area and encourage your child to use the school facilities.
- * Seek help immediately from the Year Co-ordinator if your child shows signs of not coping with the workload.
- * Encourage and praise your child – your child's self-esteem is crucial to success!

Encourage good attendance; this is essential if you want to ensure that your child makes sound progress!

