**COURSEWORK**

Coursework is extremely important, and in most cases, an excellent way to improve your final grade. Each assignment will be launched with a set of guidelines which inform the students of the resources for research; these will include books, journals or websites. Students are urged to use the main library in Reading and the university library, as well as the 6th Form Library.

Departments will also issue advice about how best to set out the coursework – there may be specific advice from exams boards – for example setting out of footnotes and/or a bibliography. Students will be given a clear idea of what they need to do to achieve a high grade in their assignments and to this end will be issued with a simple to understand mark scheme.

We believe that students appreciate ongoing feedback throughout the process and therefore we will be regularly checking on progress in the run up to deadlines which is the key to students doing well.

Interim deadlines are in place to help students manage their time effectively and give teachers the opportunity to mark work and give feedback, thus enabling students to make improvements. Students will be very wise to observe these interim deadlines in order to avoid mounting pressure and maximise chances of success.

The handing-in process for coursework is that students must hand their work in to THE 6TH FORM OFFICE BY 3.30PM ON DEADLINE DAY. Students will be asked to sign to prove they have handed in their work and will then be issued with a receipt.

Final deadlines are FINAL. If students do not hand in work by the deadline then the student runs the risk of getting a zero for the assignment. Final deadlines are set to allow teachers sufficient time to mark the work.

It is important to remember that OTHER WORK should not be neglected. Even though coursework is important, it is necessary to manage time to ensure that all work is completed to the best of a student’s ability. Therefore, if there are times when deadlines are approaching for a number of different subjects and the pressure is mounting……..students must TALK to their teachers in advance and make them aware of their circumstances.