

## Deadline Policy for Cambridge Technical Qualifications

New Policy: April 2022  
Last Review: June 2023  
Next Review: April 2024  
Committee: Teaching and Learning

### Purpose

The purpose of this policy is to protect our integrity as an educational provider and the integrity of our qualifications. The policy is also designed to provide clear guidance to staff and students on the expectations with regards to deadlines for coursework provided for moderated units.

This guidance is required due to the large volume of coursework required for Cambridge Technical qualifications. The policy aims to support staff in managing their workload in the marking and assessment of coursework, as well as to ensure that external moderation deadlines can be met.

This policy should be read alongside the OCR Cambridge Technical Centre Handbooks.

### Responsibilities of Staff

Staff teaching Cambridge Technical qualifications are expected to do the following:

- Set clear deadlines for the class as a whole, which include a date and time.
- Set deadlines which fall during the school day. Deadlines cannot take place out of school hours.
- Clearly communicate deadlines to students. This is likely to include posting the deadline on Microsoft Teams.
- Set assignments with an assignment brief, outlining the assessment criteria.
- Provide students with an appropriate amount of time to complete an assignment. This is at the teacher's discretion. For an assignment of regular length, this will usually be approximately two school weeks. Resubmission deadlines are likely to be shorter.
- Provide feedback to students which adheres to guidance from OCR. Please refer to the 'Feedback to Learners' section of the policy for further information.
- Follow guidance on coursework resubmissions as outlines in the 'Resubmitting Work for (Summative) Assessment' section of this policy. Resubmission deadlines should meet the same expectations as original coursework deadlines.

### Responsibilities of Students

Students undertaking Cambridge Technical qualifications are expected to do the following:

- Submit assignments to the teacher by the assigned deadline.
- Submit work which they expect to meet the assessment criteria.
- Submit work of an appropriate standard and length, otherwise it will be considered as a missed deadline.
- Adhere to OCR guidance on plagiarism. Work must be their own.

### Responsibilities of the Director of Vocational Education and Assistant Headteacher KS5.

- The Director of Vocational Education is responsible for this policy.
- The Director of Vocational Education should keep a central log of all offences in order to effectively administer the policy.
- The Director of Vocational Education and Assistant Headteacher KS5 are responsible for authorising deadline extensions due to illness.
- The Director of Vocational Education and Assistant Headteacher KS5 are responsible for managing any disputes that arise related to this policy.

### **Resubmitting Work for (Summative) Assessment**

According to OCR (the awarding body):

*If you and the learner feel they haven't performed at their best during the assessment, the learner can, at your discretion, improve their work and resubmit it to you for assessment. You must be sure it's in the learner's best interests to re-attempt the assessment.*

*You should set a realistic date for the resubmission of work having considered the purpose of the unit and what the learner intends to improve. You must record the reasons why you've allowed them to resubmit in your centre's assessment decision records. You must also follow our guidelines on giving feedback and record the feedback you give them on the original work. We monitor the assessment decisions you make.*

*You mustn't encourage multiple re-submissions of work. Re-submission at the centre assessment stage is intended to allow the learner to reflect on feedback and improve, but not to be an iterative process where they make small modifications through on-going feedback to eventually achieve the desired level.*

Based on this guidance, JCoSS tends to allow students one resubmission per assignment. Additional resubmissions need to be agreed by the teacher.

### **Feedback to Learners**

According to OCR (the awarding body):

*Your feedback should:*

- *be supportive, encouraging and positive*
- *inform the learner of what you've noticed, not what you think*

*Your feedback can:*

- *identify that the learner hasn't met the command verb.*
- *identify what area of work could be improved but not detail how to improve it. You can remind learners about what they were taught but not how to apply it to improve the work.*

*Your feedback must not:*

- *be so detailed that it provides a step-by-step guide on what to do*
- *coach the learner on how to achieve or complete the task*
- *provide detail on where to find information/evidence.*

*In other words, your feedback mustn't tell the learner what they need to do to improve their work. The learner needs to think how to apply their learning and your feedback. You mustn't do the work for them.*

### **Procedure for Missed Deadlines**

The stages listed in this procedure apply to each student, rather than each course. If for example a student has missed one deadline in Subject A and one deadline in Subject B, it will be counted as stage 2.

The stages apply to original submissions and resubmissions. If a student has missed a submission, they will only have one opportunity to complete the assignment which should be handed in by the resubmission deadline.

Sanctions received by the student and pastoral reports may contribute to the acceleration of this process.

#### Stage 1

- Student will receive a Head of Year detention.
- Teacher will contact parents.

#### Stage 2

- Student will receive a SLT detention.
- Head of Year and Course Leader will contact parents.
- Student placed on green academic report by Head of Year.
- Student required to stay in school from 8.30-3.30 for two school weeks.

#### Stage 3

- Student will receive a SLT detention.
- Head of Year and Head of Faculty will contact parents.
- Student placed on green academic report by Head of Year.
- Student required to stay in school from 8.30-3.30 for two school weeks.

#### Stage 4

- Student will receive a SLT detention.
- Assistant Headteacher KS5 and Head of Faculty will contact parents.
- Student placed on amber academic report by Head of Year and report to the Assistant Headteacher KS5.
- Student required to stay in school from 8.30-3.30 for two school weeks.

#### Stage 5

- Student will receive a SLT detention.
- Assistant Headteacher KS5 and Director of Vocational Education will contact parents.
- Student placed on amber academic report by Head of Year and report to the Assistant Headteacher KS5.
- Student required to stay in school from 8.30-3.30 for two school weeks.

#### Stage 6

- Student will receive a SLT detention.
- Student and parents to meet with Headteacher and Assistant Headteacher KS5 for final warning.
- Student to be placed on red academic report until they leave JCoSS.
- Student required to stay in school from 8.30-3.30 until they leave JCoSS.

#### Stage 7

- Student is at risk of being asked to leave JCoSS by the Headteacher.