

Sample letter to parents setting up coursework parameters (9ELO 03)

This letter is provided as an example of how centres can communicate with parents about the arrangements for coursework production before students start work so that expectations are clear regarding the procedures for dealing with plagiarism and malpractice including misuse of AI tools.

Dear Parent or Carer

Re: Arrangements for coursework for A level English Language and Literature

I am writing to inform you of the arrangements for coursework as part of A level English Language and Literature. Your child will be writing coursework at the start of Y13. They have received the following guidance:

Coursework overview

1. Choose a topic or theme that you are interested in.
2. Choose & read two texts which relate to the theme, one fiction and one non-fiction.
3. Reflecting on the stylistic and/or thematic influence of the texts you've read, craft two pieces of original writing, one piece of fiction and one piece of creative non-fiction with a total word count of 1500–2000 words.
4. Write one separate analytical commentary reflecting on the texts you studied and their stylistic/thematic influence on the pieces of writing you have produced with a total word count of 1000–1250 words.

We will use the [student log and planner](#) throughout the coursework production process.

Length

The total word count for all 3 pieces is 2500–3250 words, not including footnotes (if used) and bibliography. Use the word counting facility on your computer to check length (tools, word count) and **put an accurate word count on your first draft**.

Deadlines

Reading: Everyone agreed to read both texts over the summer holidays

1st draft: This should be perfect as far as you are concerned: hand in in class on DATE.

1st draft will be returned on: DATE (after 2 weeks)

Final draft: hand in in class on DATE (after 3 weeks)

Receiving final marks and right of appeal prior to mark submission

Your teacher will share the moderated, centre-assessed marks for coursework before they are submitted to Pearson Edexcel by DATE.

You will have the option to appeal your final marks internally. You must inform your teacher within 5 days of receiving your final marks if you wish to appeal your marks. If you do so, your marks may stay the same, go up or go down. The mark following the appeal will be submitted to Pearson Edexcel by 15 May.

The arrangements for informing candidates of their centre-assessed marks can be accessed on the [JCQ website](#).

Plagiarism, malpractice and the use of AI

Plagiarism is the quotation, verbatim or virtually verbatim, of other people's work, published or unpublished, without acknowledgement. Any student who presents work which is not their own as their own may be disqualified from A level English Language and Literature.

- Use inline references in your commentary and add a bibliography to the end of your work, listing any texts you have used to help you write your coursework, including websites with URLs (i.e. the web address that would allow me to go immediately to the exact page that you have looked at) and download dates.
- You must not give any part of your work to another student to help them. This could result in plagiarism.
- **You may not use AI to help you write this coursework.** You will be required to sign a declaration stating that you have not used AI to complete the work. Please take a look at the [AI guidance relating to this qualification](#). There is also [guidance for students](#) on the JCQ website.
- You may access the school's policy on AI here.

Advice on methods of working

1. Save your work to the hard drive of your computer and to an alternative cloud location.
2. Label drafts differently so that you can easily tell which is the most up-to-date version.
3. If you have technical problems printing your work, email your work to me at (teacher's email address).
4. Word must be set to check spelling, grammar and style before starting your work, and to 'UK English'. When you submit your work, nothing on your text should be underlined in red or green on the screen except names.
5. **All references to information gathered from secondary sources in your commentary must be clearly indicated by putting the author's name and the page number in the body of your text (inline referencing), indicating where the information was found (e.g.: Said, 65). The full information about any sources must be provided in a bibliography.**

How and where will the coursework be written?

Students will confirm the original writing texts they will be writing in class by DATE.

Students will plan and start writing their coursework in class using Google classroom.

Once their teacher is satisfied that the student has made an effective start to the coursework, the student will complete the work to first draft stage at home.

What will teachers do if they feel that the work submitted for coursework has been written using AI/contains unacknowledged references to secondary sources?

The teacher will compare the work presented to other work produced by the student under controlled conditions for style and quality. The teacher may conduct an oral interview with the student to establish the development route of their original texts and commentary orally. Teachers may use software to identify plagiarism or misuse of AI tools.

What happens when a student is found to have used sources or AI without acknowledging them?

If the student has signed the authentication form (after final draft submission), the situation must be reported as malpractice to Pearson Edexcel for further investigation.

If the student has not signed the authentication sheet, the teacher may require them to rewrite the coursework under controlled conditions without access to the internet.

I hope this helps to clarify the process for writing coursework. I'm happy to answer any further questions you may have.

Yours faithfully
Teacher