

# Coursework & Non-Examination Assessment Guidance

This document contains:

- Formal notices from the exam boards and JCQ about coursework & non-examination assessments.
- Additional QE information and guidance that you will find useful.

It is very important that you are familiar with these as there are severe penalties for breaking the rules.

**2024 / 2025**

**Coursework & Non-Examination  
Assessment Guidance**

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JCQ Non-Examination Assessments Candidate Information (*on college website*)

JCQ Coursework Assessments Candidate Information (*on college website*)

## Introduction

During your time here in college you will put in a huge amount of work in class, in the library and at home. Your aim is to gain the best possible qualifications that you are able to – these qualifications are yours for life! The assessments for your qualifications are through coursework, non-examination assessments and examinations. Of course you will aim to do your best and gain the highest marks for these. However each year there are a small number of students who lose marks or fail their whole qualification by making simple mistakes such as forgetting to turn up for an exam.

The exam boards have rules for the conduct of examinations and for coursework and non-examination assessments – rules for the college and rules for students as candidates. If you break the rules, even if this is by accident or you didn't know the rule, you can be disqualified from that part of the assessment, the whole qualification or in really serious cases all of your qualifications for the year.

It is really important that you know, understand and follow the rules. You must also be familiar with the QE guidance and information. This will help you follow the rules and meet all the exam board and QE requirements.

If you have any questions about your coursework or non-examination assessments please make sure you ask your teachers, tutor or the college Exams Team at the earliest opportunity.

Please note that nearer to the summer exams you will be issued with a similar document with guidance for exams.

## QE's Key Advice for Coursework & Non-Examination Assessments

- Start working on your assignment promptly - as soon as it has been set.
- Plan your time to make sure you meet all draft and final deadlines.
- Take advantage of all opportunities to hand in early drafts and get feedback.
- All the work you submit must be your own.
- Don't cheat by copying another student's work or by copying from the Internet and pretending it is your work.
- Don't let others copy your work – you will be penalised as well.
- Don't copy text from the Internet and then edit – examiners are very good at detecting this. You should do the research and write in your own words instead.
- You're not allowed to use AI tools when you're in an exam (see guidance at the back of this document).
- You are allowed to copy images or quote text that you wish to refer to, but these must be properly referenced. Ask your teacher for advice on this.
- If you are having any problems ask for guidance as soon as possible. Don't leave it until just before the deadline.
- Remember that well-presented work creates a good impression on the examiner.

*Make sure you work hard, put enough time into completing your assessments and use the advice you are given to achieve the best possible marks.*

## Subject guidance

All courses where part or all of the marks come from coursework or non-examination assessments will make sure that all students are fully aware of:

- the proportion of your overall marks that are based on the coursework or non-examination assessments
- the nature of the tasks to be completed
- how these tasks fit into the scheme of work
- what skills and knowledge you will have to develop and demonstrate
- how your work is assessed
- the dates for interim and final submission of your work
- how to produce a bibliography of your sources
- how to fully reference any quotations or images from your sources

*Make sure that you pay careful attention to your teachers' advice, understand what you need to do and know the target dates and deadlines.*

## **Submission of Coursework & Non-Examination Assessments**

You must submit your work on time to the deadlines set by your teacher. On most courses you will be set interim deadlines and receive feedback on your progress before the final deadline.

In some cases you must hand in your assignment at the Curriculum Support on a specific day.

If you are having any difficulties, for example if you have been ill and as a result are not on target to complete the work on time, you must discuss this with your teachers as soon as possible.

When you formally submit your assignment, you will be required to sign that you have understood and followed the coursework and portfolio regulations for that subject. Your teacher will provide the relevant form.

## **Referencing, Acknowledging Your Sources, Cheating and Plagiarism**

Make sure you read and follow all the guidance and rules given in the Exam Boards' 'Information for Candidates'.

Take particular note of the guidance on:

- Plagiarism and cheating – don't!
- Letting other people copy your work – don't even give them a paper copy!
- Referencing – you must give the reference of any text or images you copy.
- Bibliography – this must include all your sources.
- Acknowledging any extra help you have received.

If you fail to follow the rules you run the risk of the following penalties:

- The piece of work may be awarded zero marks.
- You could be disqualified from that unit or from the whole subject
- You could be disqualified from all your qualifications that year.

## **Detecting Cheating and Plagiarism**

Remember that teachers and examiners are skilled in spotting work that might not have been done by you – they may be very familiar with the source you are using or might even have marked the work you have copied from! They can spot changes in the grammar and style of writing or punctuation or notice words or phrases that you are unlikely to have used. Teachers also have access to software that can check for plagiarism.

Remember that plagiarism is a form of cheating. Your teachers are alert to this and will check your work carefully. If the exam board were to discover that you have cheated in this way the consequences for you could be very serious.

## **Reviews of Internal Assessment for GCSE Controlled Assessments, GCE A Level Coursework and Non-Examination Assessment.**

The College is committed to ensuring that, whenever your teachers assess work that counts towards external qualifications, it is done fairly, consistently and in accordance with the specification of the qualification. All internal assessments are conducted by teachers who have appropriate knowledge, understanding and skills and who have been trained to do the assessment. Where more than one teacher is involved, internal moderation and standardisation is used to ensure consistency of marking.

All procedures, including deadlines, will be made clear by your teachers. Teachers will provide you with access to all relevant documentation including the assessment objectives and give guidance on all aspects of the assessment including any declaration of authenticity that you are required to make. You must produce and authenticate your work according to this guidance and the requirements of the exam board.

Teachers will inform you of the raw mark for your internal assessment (this may not be available until internal moderation or standardisation has taken place). If you have any concern about the marking of your work or think that the correct procedures have not been applied then you should discuss this as soon as possible with your teacher or course leader. Following this discussion if you still have concerns that your work has not been assessed accurately or assessment procedures have not been applied correctly you may request a review of the marking of your work.

To request a review you must contact the Exams Office to ask for a copy of the Internal Appeals Procedure. The Internal Appeals Procedure will inform you of the review process, timescales and approximate cost. Please note that your marked work will not be returned to you in this process.

The Exams Office will inform you of the cost on request. The latest date that you can submit an appeal for a review is **7<sup>th</sup> May 2025**, unless you are informed of a different date by your teacher/course leader.



# AI and Assessments

## A quick guide for students



### What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



### How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

**THIS IS CHEATING!**



### How do I make sure I don't misuse AI?



#### 1 Know the rules

- You're not allowed to use AI tools when you're in an exam**
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

#### 2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
  - Add the date you generated the content
  - Explain how you used it
  - Save a screenshot of the questions you asked and the answers you got

#### 3 Declare it's all your own work

When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



### What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

**DON'T RISK IT!**



**REMEMBER**  
Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly