

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.

2025 / 2026

Coursework & Non-Examination
Assessment Guidance

Contents

- Introduction
- QE's key advice for coursework & non-examination assessments
- Subject guidance
- Submission of coursework & non-examination assessments
- Referencing, acknowledging your sources, cheating and plagiarism
- Detecting cheating and plagiarism
- Reviews of internal assessment

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 **6th May 2026**, unless you are informed of a different date by your teacher/course leader.

Information for candidates AI (Artificial Intelligence and assessments)

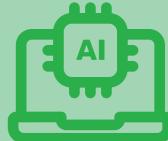
What is AI?

AI stands for artificial intelligence and can be used to create text, images, videos, music and artwork based on instructions given to an AI tool.



What is an AI tool?

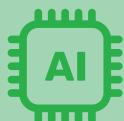
AI tools are applications, such as ChatGPT, Snapchat My AI, Google and Google translate. There are many more!*



*The list of certain suppliers of AI-related products is for information purposes only and does not constitute an endorsement by JCQ and awarding bodies. It is each centre's responsibility to investigate and verify any suppliers they use, including any terms and conditions which govern the sale or use of the supplier's products. The list provided is not exhaustive.

When can I use AI?

- Your teachers may use it in class when teaching the course, but remember teaching in the classroom is not an exam!
- There are some assessments where you can use AI – your teachers will tell you if you can or cannot use an AI tool.
- Remember, the rules are different for different assessments and subjects, so always check with your teachers first!
- When an AI tool is allowed, **you must acknowledge**** the AI tools and the material produced by the AI tool that you have used in your work. If you do not acknowledge AI use, it will be **considered as cheating**.



When can I not use an AI tool?

- AI tools cannot be used in an exam or any other assessment where exam rules apply.
- This is what exam boards call **AI misuse and is a form of cheating**.



**Acknowledgment – When producing a piece of work, if you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is known as referencing. You must make sure that you give detailed references for everything in your work which is not in your own words, for example, *ChatGPT 3.5* (<https://openai.com/blog/chatgpt/>), 25/01/2025.

IF YOU USE AN AI TOOL, YOU CANNOT GET MARKS FOR WHAT THE AI TOOL HAS PRODUCED, AS IT IS NOT YOUR OWN WORK

If I'm allowed to use AI, how is this breaking the rules?

- AI misuse is when you use an AI tool in an exam or assessment where you are not allowed to; and/or
- Where you use an AI tool to create work and then say it's your own.



How to make sure you don't misuse AI

DECLARE

- Remember to sign your declaration form when handing in your work for final assessment.
- Your signature on the declaration form tells your teacher and the exam board that you are saying all the work you're handing in is your own.
- If you have used an AI tool, **you must declare***** that you have used it before signing the declaration form!

*****Declare** – this means that when you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

ACKNOWLEDGE

If you are allowed to use an AI tool in your assessment (remember to check!), you must do the following:

- reference the AI tool you have used
- give the date of when the AI tool generated the content
- give details of how you used it.
- save screenshots of what you have asked or instructed the AI tool to do and what answer the AI gave you, and include this with the work submitted.