

Student guide to NEA assignments

How do I complete the assignment?

- You should try to complete all tasks in the assignment.
- The assignment says what you need to do for each task.
- You must complete the assignment on your own. You are not allowed help from anyone else. That includes teachers, parents and other students.
- If we think that you had extra help, your marks may be changed or reduced to zero.



How is the assignment marked?

- Your teacher will mark your work after you hand it in. They cannot mark it in stages for you.
- Your teacher will use the marking criteria that we give them to give you marks.
- The marking criteria for each task is in the assignment.
- Your teacher can explain the marking criteria to you.
- The marking criteria has three bands.
- Each band has a range of marks in it.

- Your teacher:
 - decides which mark band your work meets
 - gives you a mark from that mark band.

Marks	Mark band 1			Mark band 2			Mark band 3		
	1	2	3	4	5	6	7	8	9

- Your teacher will then add up the marks and give you a total.
- Your final grade for the assignment depends on your final total mark.

What help can my teacher give me?

Your teacher can:

- ✓ read the assignment to you
- ✓ help you understand what you need to do
 - for example, remind you of the difference between **Describe** and **Evaluate**
- ✓ give you some general help if you get stuck
- ✓ tell you how long you have to complete the tasks
- ✓ explain the mark scheme
- ✓ give general advice and guidance
- ✓ remind you of the content expected.

Your teacher cannot:

- ✗ tell you what to do
- ✗ tell you how to do it
- ✗ structure your work for you
- ✗ give you solutions or answers
- ✗ say how to improve your work
- ✗ mark your work in sections and give feedback
- ✗ give you templates to use to complete your work unless they are provided by OCR in the set assignments.

What if I get stuck?

- You can ask your teacher to explain the task again.
- Move on to another part of the assignment.
- Come back again later to have another go.

What is plagiarism and referencing?

- Plagiarism is when you take someone else's work or ideas, but do not say you have done so.
 - Plagiarism is very serious.
 - If you plagiarise, you may be given 0 marks for this unit, or fail the whole qualification.
 - You must always say when you use someone else's work or ideas – this is called referencing.
 - Examples of when you may need to reference are:
 - using ideas from a book
 - using research, data or an image from the internet
 - copying something someone says – like a quote.
 - You should think about why you want to use and reference other people's work. You can only be given marks for what you know and understand yourself. This cannot be shown by copying the words and ideas of others.
- Make sure it's clear in your work how you are using the material you have referenced to inform your thoughts, ideas or conclusions.
 - When you hand in your work, you will be asked to sign a form.
 - This form says that all the work you have done is your own, and that you have referenced all the resources you have used.
 - You can find more information about how to reference in the [OCR Guide to Referencing](#).



Using online resources/the internet

You must:

- ✓ research information on fundamental principles and concepts for sporting methods, techniques and skills
- ✓ develop ideas into your own words
- ✓ show that you have created new ideas
- ✓ reference any websites/sources you use.

You must not:

- ✗ simply copy and paste ideas
- ✗ discuss live tasks online in chat rooms, etc.
- ✗ post your work to any online channels.

Can I work in a group?

- Only when your teacher tells you that you can.
- All the work you produce **must** be your own.
- You cannot be given marks for work that somebody else in a group has done.



Does my work for each task need to be in a certain format?

- For each task we'll tell you if your work has to be in a specific format. Check the wording in each task carefully.
- If we use the word 'must' (for example 'You must produce a report' or 'Your work must include a plan or risk assessment') then you must produce the work in that format.
- If we use the word 'could' (for example 'You could include photographs or video footage of your sporting performance' or 'You could do this by annotating your session plan') this means that you do not have to follow the format we have given, but you must make sure that the work you produce allows you to meet the marking criteria.
- You can present your work in different ways – it can be handwritten, word-processed, on video or in digital media. What you choose should be appropriate to the task(s).
- If the assignment evidence is word-processed, you must make sure that your centre number, candidate number and the unit number are on each page as a header or footer.
- If you are unsure about what evidence you need, please ask your teacher.

Can I ask my teacher for feedback on my work?

- We have given your teacher instructions on what kind of feedback they can give you.
- They are allowed to tell you what task could be improved but not how to improve it.
- You can use that feedback to try and improve your work yourself.
- Your teacher can say what they've noticed might be wrong with your work. For example, if you describe something where the marking criteria asks for an evaluation, they can point that out to you.
- Your teacher can explain the difference between a description and an evaluation. It's then up to you to decide if you need to change your work. If you think it needs to change, you need to change it yourself.

What do I do when I have finished?

- Make sure that you have saved all your work.
- Your files should have sensible names.
- Make sure your work does not contain any personal information of real people (for example, name, address or date of birth). This must be blanked out (anonymized). Your teacher will tell you how to do this.
- Make sure that your name, candidate number, centre number and page numbers are on your work.
- Hand in the work that you've completed for each task to your teacher. They might ask to see your draft work and early versions, so please keep this in a safe place.

How to reference and avoid plagiarism



What is referencing?

Giving details in your work about where your information came from.

What is plagiarism?

Taking someone else's work, words or ideas and passing them off as your own.

DO

- ✓ Reference anything you've copied from websites, books or course notes
- ✓ Always use quotation marks
- ✓ Say where it's from and the date you got it
- ✓ Use your own words as well when asked to describe or explain something

Why?

- ✓ A good way to get across your own opinions and thoughts
- ✓ Demonstrating your understanding helps get you marks

DON'T

- ✗ Just copy from websites, books or course notes – use it to support your own thoughts and ideas and make sure you reference

Consequences

- ✗ Copying without referencing looks like you're pretending it's your own words. This is known as plagiarism and you could lose marks

If you're not sure what this means for your assignment work, ask your teacher.

Need to get in touch?

If you ever have any questions about OCR qualifications or services (including administration, logistics and teaching) please feel free to get in touch with our customer support centre.

Call us on
01223 553998

Alternatively, you can email us on
support@ocr.org.uk

For more information visit

 **ocr.org.uk/qualifications/resource-finder**

 **ocr.org.uk**

 **/ocrexams**

 **/ocrexams**

 **/company/ocr**

 **/ocrexams**

We really value your feedback

Click to send us an autogenerated email about this resource. Add comments if you want to. Let us know how we can improve this resource or what else you need. Your email address will not be used or shared for any marketing purposes.



I like this



I dislike this

Please note – web links are correct at date of publication but other websites may change over time. If you have any problems with a link you may want to navigate to that organisation’s website for a direct search.



OCR is part of Cambridge University Press & Assessment, a department of the University of Cambridge.

For staff training purposes and as part of our quality assurance programme your call may be recorded or monitored. © OCR 2022 Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee. Registered in England. Registered office The Triangle Building, Shaftesbury Road, Cambridge, CB2 8EA. Registered company number 3484466. OCR is an exempt charity.

OCR operates academic and vocational qualifications regulated by Ofqual, Qualifications Wales and CCEA as listed in their qualifications registers including A Levels, GCSEs, Cambridge Technicals and Cambridge Nationals.

OCR provides resources to help you deliver our qualifications. These resources do not represent any particular teaching method we expect you to use. We update our resources regularly and aim to make sure content is accurate but please check the OCR website so that you have the most up to date version. OCR cannot be held responsible for any errors or omissions in these resources.

Though we make every effort to check our resources, there may be contradictions between published support and the specification, so it is important that you always use information in the latest specification. We indicate any specification changes within the document itself, change the version number and provide a summary of the changes. If you do notice a discrepancy between the specification and a resource, please [contact us](#).

You can copy and distribute this resource freely if you keep the OCR logo and this small print intact and you acknowledge OCR as the originator of the resource.

OCR acknowledges the use of the following content: N/A

Whether you already offer OCR qualifications, are new to OCR or are thinking about switching, you can request more information using our [Expression of Interest form](#).

Please [get in touch](#) if you want to discuss the accessibility of resources we offer to support you in delivering our qualifications.