

Information for candidates

Non – exam assessments

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Coursework

What is a non – exam assessment (NEA)?

- As part of your GCSE or vocational qualification you may need to complete individual units of coursework or **non-exam assessments** (NEAs), which are marked by your teacher.
- The marks you are awarded for each unit are submitted to the awarding body and count towards your overall grade in the qualification.

Rules and regulations

When you are completing tasks and assignments as part of your NEA work, there are some things that you **must do**, and some things that you **must not do**.

The information on the following pages gives guidance to help you follow the rules and regulations relating to NEAs and coursework, and what you should and shouldn't do when undertaking your NEA work.

If you have any questions or if there is something you're not sure of, your subject teacher will be able to advise you, or you can also speak to the Exams Officer who will be able to help.

Malpractice

If you do breach the regulations, this is known as 'Malpractice', and the awarding body will impose penalties on you, which may include the following:

- The piece of work is awarded zero marks
- You are disqualified from that particular component
- You are disqualified from the whole subject
- You are disqualified from all subjects and barred from entering again for a period of time

Some examples of malpractice are:

- Copying from another candidate
- Allowing your work to be copied
- Disruptive behaviour during an assessment session
- Bringing unauthorised equipment into the assessment situation. Your subject teacher will be able to advise you about what is/isn't allowed
- Plagiarism (presenting work from sources such as the internet, books and magazines as your own)
- Not referencing any computer-generated content that you have included in your work
- Sharing assessment related information on social media

PLAGIARISM

WHAT DO YOU NEED TO KNOW?

There are a few ways plagiarism can happen that you need to know about:

1. You are asked to describe or explain something and you find good information on the internet or from a book. You use it in the evidence you give to your teacher to mark. You don't follow rules about saying where it came from. The 'rules' are about how to reference somebody else's work.
2. You use information from a book and changes words but copy the sentence structure of a source and don't reference where the original work came from.
3. You copy so many words or ideas from a source that it makes up the majority of your work. In this case it does not matter if they have referenced it or not. When the majority of work is somebody else's ideas or thoughts it is not your own work.

**PLAGIARISM HAS SERIOUS CONSEQUENCES: YOU
COULD LOSE MARKS/THE GRADE FOR THIS UNIT OR YOU
MAY NOT BE ALLOWED TO ACHIEVE THE WHOLE
QUALIFICATION.**

**THE WORK YOU PRODUCE MUST BE YOUR OWN WORK.
YOU WILL BE ASKED TO SIGN A DECLARATION TO SAY
THAT IT IS.**

Joint Council for Qualifications (JCQ) Information for candidates

The Joint Council for Qualifications (JCQ) has produced guidance about what you should and should not do when completing your work for NEAs.

The JCQ guidance relating specifically to coursework and NEAs is available on the school website at <https://www.ridgewood.dudley.sch.uk/exams>

You can also access the full range of JCQ information documents on the JCQ website at <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

It's important that you have read and fully understand the information in the JCQ 'Information for Candidates' leaflets. If there is anything that you aren't sure of, please speak to your subject teacher or to the school's Exams Officer.

Use of social media

It's really important that you take care when you share information or discuss ideas with others online. You should not share or publicise any of your work by posting it on social media.

JCQ have produced the following document to help you stay within the regulations and avoid malpractice:

Information for candidates Using social media and examinations/assessments



Image by Patrice Jones

This document has been written to help you stay within examination regulations. Please read it carefully.

We all like to share our experiences when taking examinations. However, it is important to consider what you say and to think about what information is being shared.

Sharing ideas with others online could be helpful when you're studying or revising.

However, there are limits to the amount of information you can share and you need to be careful not to break the rules. We'd like to ask you to act responsibly when discussing online. If you're in doubt about what you can and can't discuss online regarding your exams, it's always best to check with your teacher.

If you receive what is or what looks to be assessment related information through social media, or any other means, you must tell your teacher or another member of staff. You must show them what you have received (if available). They will then report the matter to the awarding body and it will be investigated.

Where candidates breach the rules for examinations, controlled assessments, coursework or non-examination assessments, awarding bodies have an obligation to investigate and may apply penalties.



Image by Ben Wight

You need to know that the following would be malpractice:

- copying or allowing work to be copied – e.g. posting written work on social networking sites prior to an examination/assessment;
- collusion: allowing others to help produce your work or helping others with theirs;
- asking others about what questions your exam will include (even if no one tells you);
- having or sharing details about exam questions before the exam - whether you think these are real or fake; or
- not telling exam boards or your school/college about exam information being shared.

Penalties that awarding bodies apply include:

- a written warning;
- the loss of marks for a section, component or unit;
- disqualification from a unit, all units or qualifications; or
- a ban from taking assessments or exams for a set period of time.

Please take the time to familiarise yourself with the JCQ rules:
<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>



Centre assessed marks

- If you have a query or concern about the mark you have been awarded for your coursework or NEA work, it's important that you speak to your subject teacher as soon as possible after you receive your mark, **before the awarding body's deadline for the submission of marks.**
- Your teacher or the Exams Officer will be able to advise you if you have any queries; also, further information is available on what to do is available on the school website in our 'Information for candidates – Centre Assessed Marks' leaflet, at <https://www.ridgewood.dudley.sch.uk/exams>

And finally.....

It's really important that you follow the guidance given in the above documents and by your subject teacher when completing tasks for your non exam assessments and coursework.

You can access all of the information contained in this document, along with our school policies relating to exams and assessments, on the school's website at <https://www.ridgewood.dudley.sch.uk/exams>

If there is anything that you are unsure of you should speak to your teacher as soon as possible for advice. You can also speak to the school's Exams Officer, who will also be able to help you.