

# **Coursework & Non-Examination Assessments Guidance**

This Document contains:

- Formal notices from the exam board about coursework & non-examination assessments – it is very important that you are familiar with these as there are severe penalties for breaking exam board rules
- Additional QE information and guidance that you will find useful.

**2019 / 2020**

## Contents

Introduction .....	2
QE's key advice for coursework & non-examination assessments .....	3
Subject Guidance .....	3
Submission of coursework & non-examination assessments .....	4
Referencing, acknowledging your sources, cheating and plagiarism .....	4
Detecting cheating and plagiarism .....	5
Reviews of internal assessment .....	5
Appendix 1 – JCQ Non-Examination Assessments Candidate Information .....	6
Appendix 2 – JCQ Coursework Assessments Candidate Information .....	8

## 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. Make sure you read the official 'exam board notice' for coursework and non-examination assessments (see Appendix 1 and 2). 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 Officer (Mr Chris Prager – Room 117) at the earliest opportunity

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

N.B. This document is also available via the exams section on the college website.

## 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 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. Good luck!*

## 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 office (on the second floor above reception) 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' (see Appendix 1 and 2).

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 Examinations Officer in room 117 to ask for a copy of the Internal Appeals Procedure. This is also available via the Examinations section of Moodle. 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 QE Examination Officer will inform you of the cost on request. The latest date that you can submit an appeal for a review is 1 May 2020, unless you are informed of a different date by your teacher/course leader.

## Appendix 1 – JCQ Information for Candidates: Non-Examination Assessments

This document tells you about some things that you must and must not do when you are completing your work.

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 these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

### Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you **must** describe in your own words how that data was obtained and **you must independently draw your own conclusions from the data.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You must not write inappropriate, offensive or obscene material.

### Research and using references

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

#### **The regulations state that:**

- **the work which you submit for assessment must be your own; you must not copy from someone else or allow another candidate to copy from you.**

Cont...

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 called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

### **Plagiarism**

Plagiarism involves taking someone else’s words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Do not think you will not be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read or seen the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

**REMEMBER – IT’S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

## Appendix 2 – JCQ Information for candidates: GCE, ELC and Project Qualifications - Coursework Assessments

This document tells you about some things that you must and must not do when you are completing coursework.

When you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

### The regulations state that:

- “the work which you submit for assessment must be your own”;
- “you must not copy from someone else or allow another candidate to copy from you”.

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 called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019.

You may be required to produce a bibliography at the end of your work. This **must** list the full details of publications you have used in your research, even where these are not directly referred to, for example: Curran, J. Mass Media and Society (Hodder Arnold, 2005).

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

### Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.

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Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they must not give you direct advice on what should and should not be included.

If you worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

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- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**

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