

# EXAMS HANDBOOK

## Non-Examination Assessment

Student Information 2020 | 2021



# NON EXAMINATION ASSESSMENTS

One of your chosen courses contains a Non Examination Assessment Unit, this measures subject specific knowledge and skills that cannot be tested by timed written examinations.

There are three stages and rules which apply to this type of assessment, the rules vary depending on the subject and your tutor will advise you of those that are relevant to you. The stages are;

- **Task setting**
- **Task taking**
- **Task marking**

Non Examination Assessments are planned individually by departments who also set deadlines for the submission of work in line with exam board requirements.

## Task Setting

The tasks may be set and provided by the exam board or set/created by an individual department in accordance with the exam board criteria as set out in the subject specification.

You will be made aware of the criteria used to assess your work which will help you to understand what you need to do to gain credit.

## Task Taking

Information about what you can and cannot do and the presentation of your work when taking the tasks will be given to you by your subject tutor including guidance about the use of the internet.

Important notices "Information for candidates: non-examination assessments" and "Information for Candidates; social media" can be found in this booklet. These tell you about all the regulations that apply when completing your work, you must ensure that the work you submit for assessment is;

- **Your own work**
- **Not copied from someone else, posted on social media** or you have allowed another student to copy from you
- **Properly referenced** (unacknowledged copying from published sources, including the internet, or incomplete referencing is Plagiarism and a form of cheating which is taken very seriously)

Please ensure that you read these notices carefully, there are penalties for breaking the regulations which could lead to disqualification from **all** subjects! It is the exam board that will decide on the appropriate penalty.

**If you do not submit your work within the deadline set by the department, it is possible that marks will not be given and your overall subject grade will suffer.**

## **Task Marking**

The tasks will be marked by subject tutors then internally standardised to ensure that they are marking to common standards in line with the assessment criteria as set out in the subject specification.

When the internal standardisation process has been completed your subject tutor will inform you of your assessment mark before it is submitted to the exam board.

An 'Internal appeals procedures' document can be found in the Exam Information section on the College website ([www.aquinas.ac.uk/parents/exam-information](http://www.aquinas.ac.uk/parents/exam-information)), this document explains how an appeal regarding the assessment process can be made.

Please see your subject tutor if you have any queries regarding the assessment process.

**Submitted marks are externally moderated by exam boards and could be subject to change.**

**Remember: It is your own qualification  
so it needs to be your own work!**





**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and WJEC**

**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 the 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 or share it with anyone, including posting it on social media. 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'.**

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, p29.

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 2021.

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 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**

## 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>



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AT AQUINAS