

EXAMS HANDBOOK

Coursework Assessment

Student Information 2021 | 2022



COURSEWORK ASSESSMENTS

One of your chosen courses contains a Coursework Assessment Unit, this provides you with an opportunity to do independent research into a topic and allows you to demonstrate knowledge and understanding of a subject which cannot be assessed by timed written exams.

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**
- **Marking, revision, re-drafting and interim review of work**
- **Presentation and submission**

Coursework 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 will be set/designed 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 assessment criteria you are expected to meet to ensure you fully understand the nature of the skills you are expected to demonstrate.

Marking, Revision, Re-drafting & Review of Work

Your subject tutor will review your coursework and provide detailed advice and suggestions as to how to improve your work in order to meet the assessment criteria.

You will be able to amend and re-draft your coursework without further subject tutor involvement before the final submission. Once submitted coursework cannot be revised.

Important JCQ Publications “Information for candidates: coursework 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 or you have allowed another student to copy from you or post it on social media**
- **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 documents 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.

Presentation & Submission

When submitting your coursework to your subject tutor for final assessment you must sign a declaration of authenticity. Your coursework will be marked by subject tutors and marks awarded in accordance with the marking criteria for the subject. Marks are then internally standardised to ensure that they are in line with the assessment criteria as set out in the subject specification.

Some coursework may be externally assessed, in this case your work will be sent direct to the exam board for them to mark.

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, this document explains how an appeal regarding the assessment process can be made.

Submitted marks are externally moderated by the exam board and could be subject to change.

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

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



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

With effect from 1 September 2021

Produced on behalf of:



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, 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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2022.

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.

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

Don't be tempted to use pre-prepared online 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.

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.**

Don't think you won't 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 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 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

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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