

EXAMS HANDBOOK

Coursework Assessment

Student Information 2023 | 2024



COURSEWORK ASSESSMENTS

One or more 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, AI or incomplete referencing is Plagiarism and a form of cheating which is taken very seriously)

For guidance on how to properly reference your work see page 5 of the JCQ “Information for candidates: coursework assessments” in this booklet.

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

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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.

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.

You can demonstrate your knowledge and understanding of a subject by using information from sources or generated from sources which may include the internet and AI. Remember though, you **must** take care how you use this material – 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 2024.

Where computer-generated content has been used (such as an AI Chatbot), your reference **must** show the name of the AI bot used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2024. You should retain a copy of the computer-generated content for reference and authentication purposes.

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, ideas or outputs 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 any pre-prepared or generated online solutions and try to pass them off as your own work – 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, ideas or outputs 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:

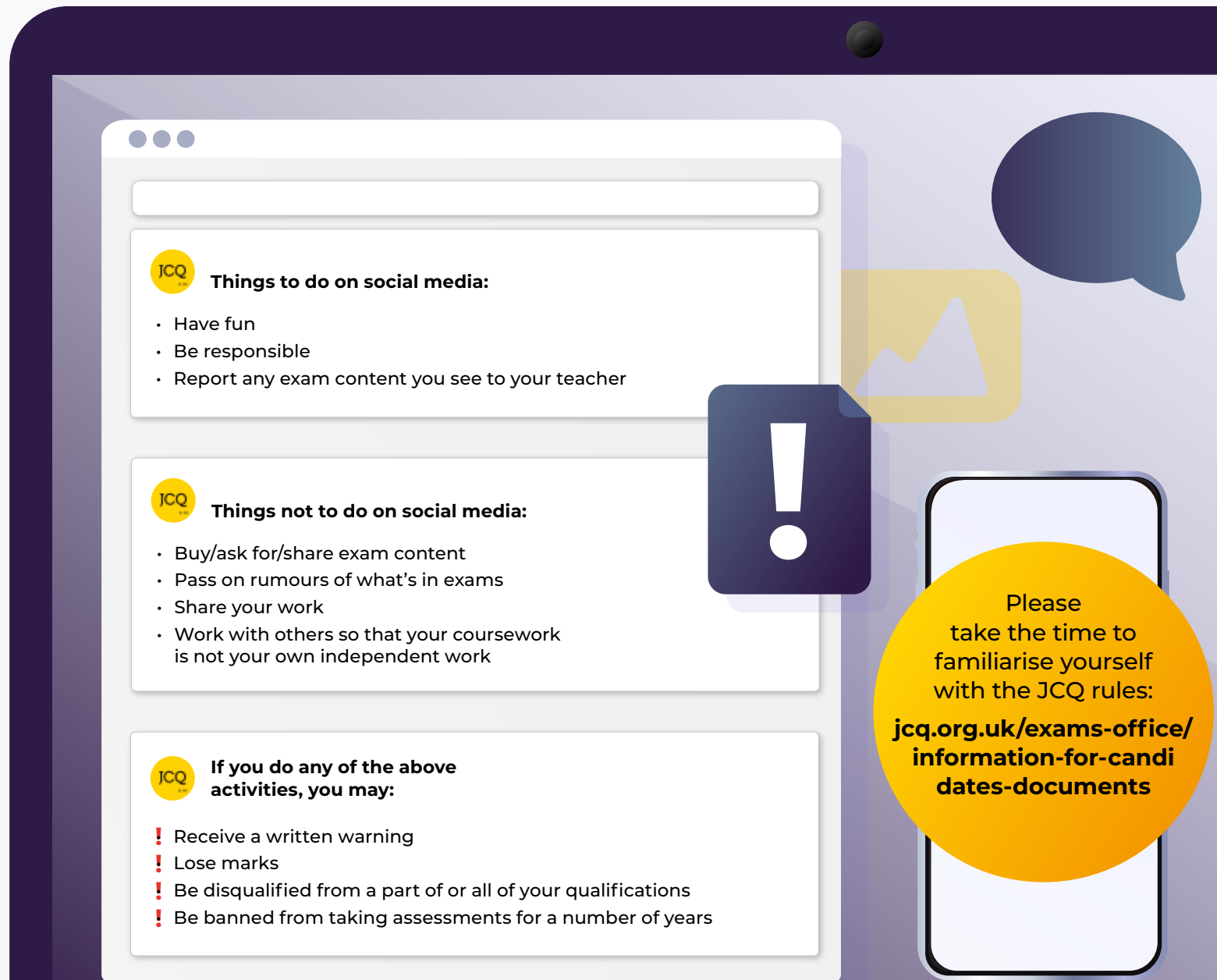
- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.


The awarding body will decide which penalty is appropriate.

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

While we like to share our experiences online, when it comes to exams, we have to be careful.


- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers




Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher



Things not to do on social media:

- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work



If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)

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