EXAMS HANDBOOK

Non-Examination Assessment

Student Information 2026 | 2027

AQUINAS COLLEGE

NON EXAMINATION

One or more 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/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 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 and AI.

Important JCQ Publications "Information for candidates: non-examination assessments" and "Information for Candidates; social media" can be found at the end of 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 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 pages 3 & 4 of the "JCQ Information for candidates: Non examination 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** of your 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.

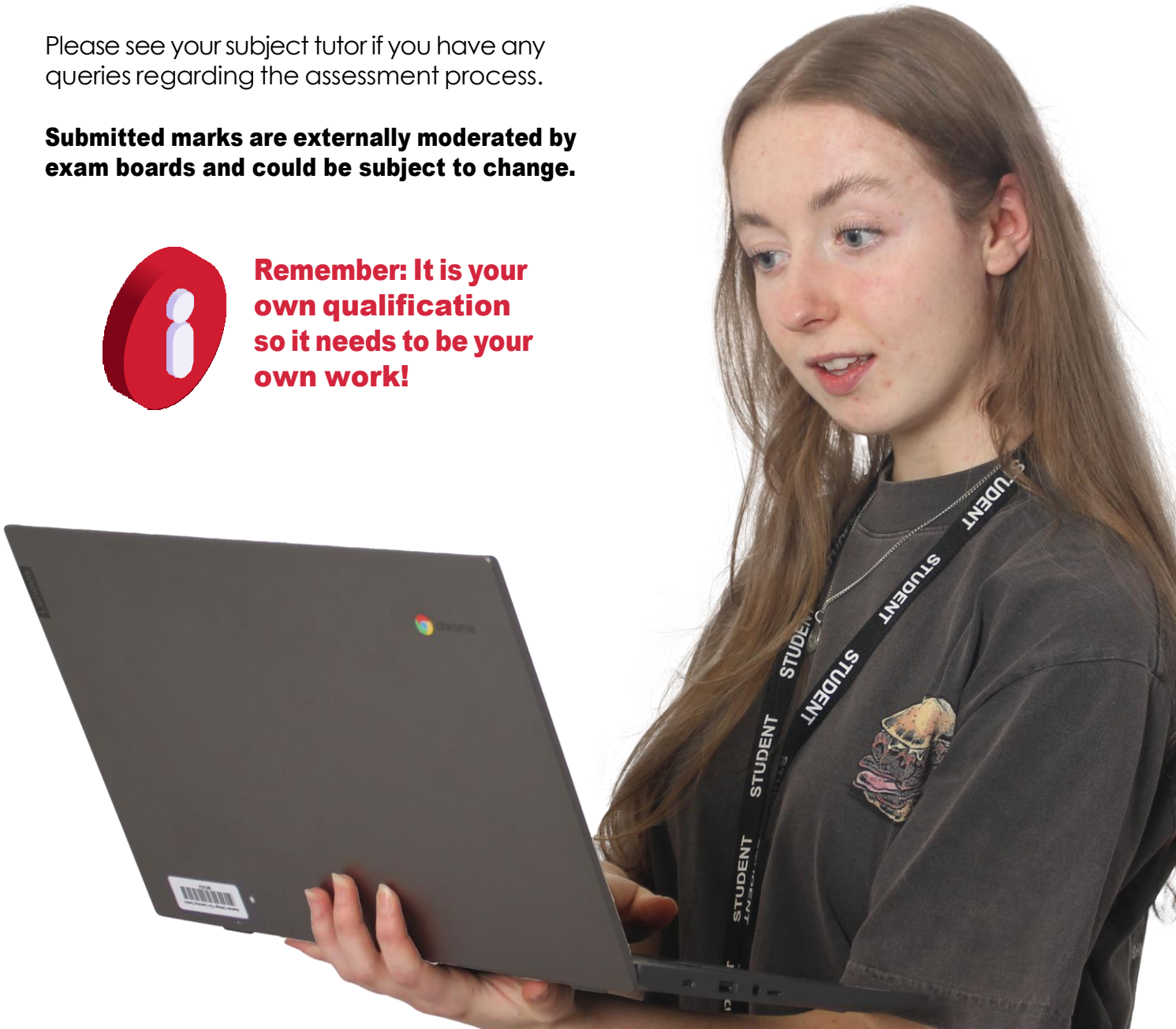
When the internal standardisation process has been completed your subject tutor will inform you of your assessment mark before it is submitted to the exam board.

An 'Internal appeals procedures' document can be found in the Exam Information section on the College website, 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!



Joint Council for Qualifications CIC

Information for candidates

Non-examination assessments

Effective from 1 September 2026

Produced on behalf of:

AQA Questions matter | CAMBRIDGE OCR | City & Guilds | cea Rewarding Learning | NCFE | Pearson | wjec cbac

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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 something 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. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you must write up your own account of the assignment. Even if the information you have is the same, you must describe in your own words how that information was obtained. You must 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. Do not share it with anyone, including posting it on social media. You must always keep your work secure and confidential. 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 any 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.

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.

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, information from these sources may be incorrect or biased. You must take care how you use this material - you cannot copy it and claim it as your own work.

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 known as 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 2027.

Where AI has been used, your reference must show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2027. You should also acknowledge the sources used by the AI tool in generating the content.

You must retain a copy of the question(s)/prompts used to generate the AI content and the AI-generated content itself in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This must be submitted with your work for final assessment so that your teacher can review the work, the

AI-generated content and how it has been used.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this 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, ideas or outputs from other sources 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, ideas or outputs and not crediting the source. This includes outputs from AI tools. It could also include AI-produced material. Plagiarism 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 will be 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 for detecting plagiarism 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.

Sanctions for breaking the regulations

If it is discovered that you have broken the regulations, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- 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 sanction is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR

OWN WORK.

Information for candidates

Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams and other assessments, 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 or assessment content you see to your teacher

Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment 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 exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:

jcq.org.uk/exams-office/information-for-candidates-documents