

## | Non-Examined Assessments

Several GCE subjects have a non-examined assessment requirement and the marks contribute to the final grade. It is important that you keep to the deadlines for the submission of non-examined assessments. A list of dates will be published on Firefly in September.

On page 11 of this booklet is the Notice to Candidates produced by the Joint Council for General Qualifications about non-examined assessment regulations. Please read these carefully.

Our approach to non-examined assessment planning and deadlines is a reflection of the importance of this element of GCE courses and our intention is to support our students in every way to avoid or reduce stress and pressure. Please act on the advice given by teachers with:

- The amount of time spent on any non-examined assessment tasks.
- The need for planning of long-term projects.
- Any follow-up needed when deficiencies are highlighted when work is being monitored.

We have procedures in place to ensure that all students are treated fairly regarding the meeting of non-examined assessment deadlines. For those subjects with long-term non-examined assessment projects, it may be necessary to have a series of deadlines to help students to organise their time and reduce the overall pressure from the last few weeks before the final deadline. It is just as important for students to meet these deadlines, and parents will be informed if any of these internal deadlines are missed.

All cases of suspected malpractice are taken very seriously. A full investigation is carried out by a member of the Senior Leadership Team and any student(s) involved will be interviewed and parents will be fully appraised of the situation. Should parents wish to follow this further, please refer to two documents on the school's website:

- Policy for dealing with cases of malpractice.
- Written Appeals Procedure.

Cockermouth School is committed to ensuring that whenever its staff mark candidates' work, this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Cockermouth School ensures that all centre staff follow a robust *Non-examination Assessment Policy* (for the management of GCE and GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments, including the marking and quality assurance processes, which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Cockermouth School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre-assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals' procedure to consider whether to request a review of the centre's marking.

If you have any concerns about non-examined assessments please don't hesitate to contact the subject teacher concerned or Head of Department before going to the Pastoral Leader. They will be able to offer help and advice to sort out any issues as quickly as possible.

## NOTICE TO CANDIDATES

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.**

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 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**

