

Examinations 2018

Candidate Booklet Non-Examination Assessments



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What are Non-Examined Assessments (NEAs)

Non examination assessments measure subject specific knowledge and skills that cannot be tested by timed written papers. The contents of this handbook refer to controlled assessments and coursework as well as new specification NEAs.

Please read the JCQ document: Information for candidates: non-examination assessments to fully understand how work should be researched, recorded and submitted.

Remember – it's your qualification so it needs to be your own work.

Subjects with NEAs at Princethorpe College

The following subject specifications are studied at Princethorpe College for GCSE and contain a NEA component.

GCSE			A-LEVEL		
Subject	Board	Spec	Subject	Board	Spec
Art	OCR	J171	Art	OCR	H601
Business Studies	Pearson	2BS01	Computer Science	AQA	7517D
Computer Science	AQA	8520	English L&L	AQA	7707
Drama	AQA	8261	English Literature	AQA	7717AA
Electronics	OCR	J301	Extended Project	Pearson	L3
English Language	Pearson	4EA1	Geography	Pearson	9GE0
English Literature	Pearson	4ET1	History	AQA	7042
Extended Project	Pearson	L1 or L2	ICT	OCR	H517
Music	Pearson	1MU0	Music	Pearson	9MU0
P.E	Pearson	1PE0	P.E	OCR	H555
Resistant materials	AQA	4562	Photography	OCR	H603
Textiles	AQA	4572	Product Design	OCR	H453

Conducting NEAs

The Head of Department and teaching staff are responsible for managing NEAs within their department. The exam board's specification will be used to comply with subject specific instructions. Teaching staff are familiar with JCQ Instructions for conducting NEAs and will ensure all tasks are undertaken with the specified level of control.

NEA Regulations

Candidates must not:

- submit work that is not their own
- make available their work to other candidates through any medium
- allow other candidates to have access to their own independently sourced material
- assist other candidates to produce work
- use books, the internet or other sources without acknowledgement or attribution
- submit work that has been processed by a third party without acknowledgement
- include inappropriate, offensive or obscene material
- post their work on social media

Contravention of any of the above is considered to be malpractice and will be reported to the exam board.

All teachers and candidates are required to sign an authentication form on completion of an assessment.

Outcomes of Malpractice

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 the component
- You will be disqualified from the whole subject
- You will be disqualified from all subjects and barred from entering again for a period of time

Access Arrangements

Approved access arrangements will be granted for NEAs provided that these do not undermine the integrity of the qualification.

An example where an access arrangement would be inappropriate: Extra time – this cannot be used in assessments testing the time in which a skill is performed e.g. sports, music, expressive arts

Marking NEAs

Teachers are responsible for marking work in accordance with the marking criteria detailed in the specification. Annotation will be used to indicate how and why marks have been awarded.

Candidates will be informed of their marks by the subject teacher. Grades are awarded by the exam board and are not known until results day.

Special Consideration

If you believe you may have reason to apply for special consideration application, please speak to your subject teacher or the examinations officer. A guide to the special consideration process can be found on the JCQ website: www.jcq.org.uk

Requesting a Review of the Centre's Marks

If you believe the marking criteria has not been applied correctly to your work, you may request a review of the work before the mark is submitted to the exam board.

Following the release of marks to candidates, there will be 7 days to request a review the marking. Candidates should request a copy of their work plus the marking criteria from the subject teacher.

Review requests must be made on the appropriate form, giving details of where the marking does not meet the marking criteria and sent to the Exams Officer: examinations@princethorpe.co.uk before the 7-day period has lapsed. The fee is £40.

When a review is requested, an assessor who has had no previous involvement in the assessment of that candidate's work will review the marking. The new assessor must ensure that the candidate's mark is consistent with the standard set by the centre.

Please remember that when work is reviewed, marks can go down, stay the same or go up.

NB: All centre assessed marks will still be subject to change through the exam board's moderation process.



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 these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

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, pg.29.

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 2018.

You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer 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: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press.

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 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. 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 essays from on-line essay banks — 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.**

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 essay 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 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



Produced on behalf of: AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

Information for candidates – Privacy Notice

General and Vocational qualifications

Effective from 1 September 2017

The JCQ awarding bodies will process your personal data in accordance with the Data Protection Act 1998, and from when it comes into force the General Data Protection Regulation, and any regulatory requirements as specified by the qualification regulators of England, Wales, Northern Ireland and Scotland.

Correspondence on any aspect of a candidate's examination or assessment will only be conducted between the awarding body and the head of the centre, a member of the senior leadership team or the examinations officer.

Awarding bodies will undertake the following administrative activities in relation to the processing and exchange of candidates' personal data:

1. Personal data relating to the name(s), date of birth, gender, Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) of an individual candidate will always be collected by an awarding body for the purposes of examining and awarding qualifications. In some cases additional information, which may include sensitive personal data relating to health, will also be collected to support requests for access arrangements and reasonable adjustments and/or special consideration. Such personal data will be supplemented by the results of examinations and assessments undertaken by the respective candidate.
2. A candidate's personal data will only be collected from registered examination centres in the context of examination entries and/or certification claims.
3. Such data collected will not be used by an awarding body other than for examination administration purposes, conducting examinations and assessments and the issuing of examination results and certificates. Candidates' personal data including examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared by the awarding body with the centre which entered the candidates, as well as within a consortium or Academy Trust of which the centre is a member.

4. Personal data within candidates' work will be collected and processed by an awarding body for the purposes of marking, issuing of examination results and providing candidates with access to post-results services. Examination results will be retained for a minimum of forty years.

In order for an awarding body to achieve this, some personal information may be transferred to third parties such as examiners, who may in some instances, reside outside the European Economic Area.

5. Awarding bodies may be required to provide a candidate's personal data to educational agencies such as DfE, WG, DE, The Skills Funding Agency, regulators, HESA, UCAS, Local Authorities, EFA and Learning Records Service (LRS). Additionally, candidates' personal data may be provided to a central record of qualifications approved by the awarding bodies for statistical and policy development purposes.
6. Some of the information candidates supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify a candidate's Unique Learner Number (ULN) and update/check a candidate's Personal Learning Record.

The Skills Funding Agency may share a candidate's ULN and Personal Learning Record with other education related organisations, such as a careers service, a candidate's school or college, Government Departments and public bodies responsible for education. Further details of how information is processed and shared can be found at:

<http://www.learningrecordsservice.org.uk/>

7. Awarding bodies are obliged to confirm what personal data is held, what it is held for, to whom the data is to/may be disclosed to, and disclose the information that they hold about data subjects, (e.g. the candidates) within 40 days of receiving a formal request for disclosure, subject to the application of any relevant exemptions under the Data Protection Act 1998.

Candidates should make an application to the appropriate awarding body's data protection officer. Awarding bodies may charge a fee for this service.

8. If you have not reached the age of 16, you may first wish to discuss this Privacy Notice with your parent or carer.

Awarding bodies, schools, Department for Education (DfE), Welsh Government (WG), Department of Education Northern Ireland (DE), Local Authorities, regulators, Ofsted, and Skills Funding Agency (SFA) are all 'data controllers' under the Data Protection Act 1998. They will determine the purpose(s) for which 'personal data' (information about living individuals from which they can be identified) is processed and the way in which that processing is undertaken.

It is a requirement for data controllers to provide data subjects (individuals who are the subject of personal data) with details of who they are, the purposes for which they process the personal data, and any other information that is necessary to make the processing of the personal data secure and accurate, including any third parties to whom it may be passed to.

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. 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 should be aware that the following might constitute malpractice:

- copying or allowing work to be copied – i.e. posting written work on social networking sites prior to an examination/assessment;
- collusion: working collaboratively with other candidates beyond what is permitted;
- allowing others to help produce your work or helping others with theirs;
- being in possession of confidential assessment related information in advance of the examination;
- exchanging, obtaining, receiving or passing on assessment related information by any means of communication (even if just attempting to);
- failing to report to your centre assessment related information being shared online; or
- passing on rumours of exam content.

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>



NEA – REQUEST A REVIEW OF MARKING

Candidate Name.....Candidate No:.....

I wish to request a review of the marking for my work listed below.
I understand that following a review my marks can go down, stay the same or go up.

SUBJECT	UNIT
<p>GROUND FOR REQUESTING A REVIEW OF MARKING Please state the areas of marking where you believe the mark scheme criteria have been incorrectly applied. (NB: requests cannot be based on your marks only i.e. I believe I deserve a higher mark.)</p>	

The fee for a review is £40 and will be added to the next school termly bill.

Candidate Signature.....Date.....

THIS FORM MUST BE RETURNED TO THE EXAMS OFFICER