



King Charles I School

**Key Stage 4 & 5 Examinations, Coursework and
Non-Examination Assessment**

2019-2020

Information for Parents/Carers and Students

Dear Parents/Carers,

Examinations, non-examination assessment and coursework are integral parts of the learning experiences at GCSE and A-Level. They feature in particular subject specifications across all examination boards. Details of each subject's requirements are available on our website. This document provides all the necessary information on the rules and guidelines associated with these types of assessments.

It is important that students keep to deadlines for the submission of coursework and non-examination assessment. To assist the planning of their work, the dates are made known to students. The dates can also be found in this booklet along with the percentage of the final grade the coursework, or non-examination assessment forms and whether the piece of work demands high control, medium control or low control or a combination of these. Please note that all the dates at this stage are approximate. The subject teachers will inform the students of the specific deadlines before they start the non-examination assessment or coursework. Students should record these dates in their planners.

This document also contains information about the JCQ regulations. It is vital your son/daughter are aware of all of the rules and regulations before completing any non-examination assessment, coursework or sitting any written examination.

If you have concerns over the process in which any of the non-examination assessment or coursework have been delivered please access our website and go to the 'Examinations Internal Appeals Procedure'.

Please note that relevant personal data (name, date of birth, gender) will be transferred to the awarding bodies for the purpose of examining and awarding qualifications, and that such personal data, together with the examination results and outcomes of any reviews of marking, reviews of moderation and appeals may be shared with other appropriate bodies.

If you have any questions or concerns, please do not hesitate to contact me at the school.

Yours sincerely,

Jamie Butler
Deputy headteacher

Coursework – A summary for parents/carers and students

What is Coursework?

Coursework is any piece of written or practical work which is marked by the school or an external examiner and which contributes to an accredited 14-19. Coursework components of the qualifications are set out in the specific examination board specification for the subject.

The student completes coursework over an extended period of time. Coursework components assess candidates' skills, knowledge and understanding that may not readily be assessed by timed written papers.

How will coursework be delivered?

1. Subject staff will ensure that students are clear about the assessment criteria which they are expected to meet in their coursework. Specifications usually explain the criteria in detail, but candidates may require some further explanation or interpretation before they fully understand the nature of the skills which they are expected to demonstrate.
2. For each subject, all students will be given the same and sufficient time to complete the work.
3. Students will be given clear instructions as to the time and place for handing in the work.
4. The work must be handed in by the student to the designated teacher and not given to another student in school to hand in.
5. All coursework submitted for assessment **must** be the candidate's own work. Written material may be handwritten using black ink or where possible, word-processed. (Computers may be used unless stated otherwise in the examination board specification.)
6. Parents/carers should encourage their son/daughter to spend time on their coursework and to think about it as early as possible. They should discuss with their son/daughter the planning and timing of the work. Parents/carers may provide their children with access to resource materials and discuss the coursework with their children, but they must **not** give direct advice on what should or should not be included.
7. If the coursework has not been completed by the final deadline date, the incomplete work must be handed in on the final deadline day to receive a mark. If this is not done then the latest piece of work collected in will be marked instead. There will be no further opportunity to complete this work for an improved mark unless this has been agreed by the head of department.
8. Normally there will be no extension of a coursework deadline if a student is absent for a day or two during the period that the coursework is being completed. If the student is absent from school on the interim or final deadline day, the work should be given to the designated teacher on the first day back at school.
9. If a student is absent for an extended period then an individual final deadline may need to be negotiated with a member of the head of department. In such circumstances, appropriate evidence (for example a medical note) will be required.

Authentication of coursework

Candidates must not:

- submit work which is not their own;
- lend work to other candidates or allow their work to be copied;
- allow other candidates access to, or the use of, their own independently sourced material or assist others in the production of coursework; (this does not mean that candidates may not lend their books to one another, but candidates must not plagiarise others' research);
- use any books, the internet or other sources without acknowledgement or attribution;
- submit work word-processed by a third person without acknowledgement.
- share work on social media or other internet platforms.

These actions constitute malpractice, for which a penalty (e.g. disqualification from the assessment) will be applied.

Where will coursework take place?

Coursework is designed to extend students' class work and therefore, most coursework will be completed at home or in school outside of lesson times.

What is the Coursework process?

- All coursework is subject to 'Levels of Control', ranging from high (most controlled) to low (least controlled) to ensure reliability and authenticity and to make assessments more manageable for teachers and students. Coursework subject to 'High' level of control work must be completed in school under supervision. If ICT is used then it is subject to the stipulations set out below. 'Medium' Level of control work must be completed in school, under supervision, but collaborative working is allowed. 'Low' level of control work may be completed outside of the classroom or at home. Neither 'Medium' or 'Low' level of control work is subject to the ICT stipulations set out below.
- Individual subject specifications give specific details about which tasks are high, medium and low control. Your son/daughter's teachers will inform them which tasks are to be completed in high, medium or low control conditions.

Use of ICT and security of students' work ('High' Level of control)

- If ICT use is permitted for 'High' level of control coursework, students are not permitted to access their work between coursework sessions.
- All students will be issued with a separate computer login and password to use during 'High' level of control coursework sessions.
- Students are **not allowed** to save work on USB devices to bring home. USB ports and the internet can be 'switched off' during coursework ICT sessions.
- Breaches of these measures can be interpreted as malpractice and the students have been informed of the possible consequences.

What does formal supervision (high level of control) mean?

- Students must be in direct sight of the supervisor at all times.
- Use of mobile phones, MP3 and other electronic devices is strictly prohibited and all breaches will be noted and reported to the exams office.
- The use of resources is tightly prescribed, normally only research folders/diaries.
- Students must complete all work independently but those students who work with learning support, following an assessment, can be assisted; this is noted and declared to the examination boards.
- Students are not permitted to communicate with each other. The assessment is carried out under examination conditions.
- No assistance can be given to students.

What does informal supervision (medium level of control) mean?

- Students do not have to be directly supervised at all times but there must be adequate supervision to ensure that work can be authenticated.
- Use of mobile phones, MP3 and other electronic devices is strictly prohibited and all breaches must be noted and reported to the exams office.
- Teachers must ensure that:
 - the students' work is their own
 - plagiarism does not take place
 - the contributions of individual students are recorded accurately.
- Students have access to resources.
- Students can work together.
- Students can receive limited teacher guidance.

What does limited supervision (low level of control) mean?

- Student work may be completed without supervision, outside the classroom.
- Students will be given guidance on how to complete low control tasks.
- Students have access to resources such as books and files during low control tasks.
- Students can work together to collect information but how they use this information in their work must be on an individual basis.
- Students can receive guidance from teachers during low control tasks.

Non-Examination Assessment – A summary for parents/carers and students

What are non-examined assessments?

Non-examination assessment is a form of internal assessment for reformed GCSE and GCE qualifications where it is the only valid means of assessing essential knowledge and skills that cannot be tested by timed written papers.

How will non-examined assessments be delivered?

1. For each subject, all students will be given the same and sufficient time to complete the work.
2. Students will be given clear instructions as to the time and place for handing in the work.
3. The work must be handed in by the student to the designated teacher and not given to another student in school to hand in.
4. Students will be given the marking criteria in advance so they are aware of what guidelines are being used to assess their work.
5. All work submitted for assessment **must** be the candidate's own work. Written material may be handwritten using black ink or where possible, word-processed. (Computers may be used unless stated otherwise in the examination board specification.)
6. If the work has not been completed by the final deadline date, the incomplete work must be handed in on the final deadline day to receive a mark. If this is not done then the latest piece of work collected in will be marked instead. There will be no further opportunity to complete this work for an improved mark unless this has been agreed by the head of department.
7. Normally there will be no extension of a coursework deadline if a student is absent for a day or two during the period that the coursework is being completed. If the student is absent from school on the interim or final deadline day, the work should be given to the designated teacher on the first day back at school.
8. If a student is absent for an extended period then an individual final deadline may need to be negotiated with a member of the head of department. In such circumstances, appropriate evidence (for example a medical note) will be required.

Authentication of non-examined assessments

Candidates must not:

- submit work which is not their own;
- lend work to other candidates or allow their work to be copied;
- allow other candidates access to, or the use of, their own independently sourced material or assist others in the production of coursework; (this does not mean that candidates may not lend their books to one another, but candidates must not plagiarise others' research);
- use any books, the internet or other sources without acknowledgement or attribution;
- submit work word-processed by a third person without acknowledgement.
- share any work on social media or other internet platforms.

These actions constitute malpractice, for which a penalty (e.g. disqualification from the assessment) will be applied.

Candidates and teachers must sign the appropriate authentication declarations and these must be kept on file until the deadline for enquiry about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Where will non-examined assessments take place?

Non-examined assessments are designed normally to take place within the teaching timetable, for example in the classroom, lab or workshop.

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- Students must be in direct sight of the supervisor at all times.
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- Students must complete all work independently but those students who work with learning support, following an assessment, can be assisted; this is noted and declared to the examination boards.
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- Students do not have to be directly supervised at all times but there must be adequate supervision to ensure that work can be authenticated.
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- Students can receive limited teacher guidance.

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The Common Practical Assessment Criteria (CPAC)

In GCE A-Level biology, chemistry and physics students' understanding of experimentation is assessed through twelve compulsory practical activities across the two-year course. Students will design, conduct and evaluate the results from a range of experiments. Students receive a separate grade (pass/fail) for their practical skills based on a range of assessment criteria. The assessment criteria is shared with the students prior to the experiments.

Student understanding of the practical activities is also included in their terminal written examinations.

Key Dates (CWK=coursework; and NEA=non-examination assessment)

Level	Subject	Exam Board	Specification Code	Target Date for Work Completion	CWK - NEA	% of Grade	Level of Control
Year 10							
GCSE	Art	Edexcel	1FA0	June 2021	NEA	60	Low
GCSE	Product design	AQA	8552	February 2021	NEA	50	Medium
GCSE	Music	OCR	J536	December 2020	NEA	60	Medium
Cambridge National	iMedia	OCR	R082	June 2020	CWK	25	Low
Cambridge National	iMedia	OCR	R088	June 2020	CWK	25	Low
GCSE	Textiles	Edexcel	1DT0/1E	June 2021	NEA	50	Medium
Year 11							
GCSE	Art	Edexcel	1FA0	June 2020	NEA	60	Low
WJEC tech	Food Prep & Nutrition	WJEC	C560P1	December 2019	NEA	15	Medium
WJEC tech	Food Prep & Nutrition	WJEC	C560P1	December 2019	NEA	35	Medium
GCSE	English Language	AQA	8700	March 2020	NEA	0	Medium
GCSE	Computer Science	OCR	J276	January 2020	NEA	0	Low
GCSE	Product design	AQA	8552	February 2020	NEA	50	Medium
GCSE	Physical Education	OCR	J587	March 2020	NEA	40	High
Cambridge National	iMedia	OCR	R087	April 2020	CWK	25	Low
GCSE	Music	OCR	J536	December 2019	NEA	60	Medium
GCSE	German	AQA	8668	May 2020	NEA	25	High
GCSE	French	AQA	8658	May 2020	NEA	25	High
GCSE	Geography	AQA	8035	May 2020	NEA	15	Low
Year 12							
A2	Geography	AQA	7037	March 2021	NEA	20	High
A2	Fine Art	Edexcel	9FA0	June 2021	NEA	60	Low
A2	Biology (CPACs)	AQA	7402	February 2021	NEA	0	Low
A2	Chemistry (CPACs)	AQA	7405	February 2021	NEA	0	Low
A2	Physics (CPACs)	AQA	7408	February 2021	NEA	0	Low
Year 13							
A2	Geography	AQA	7037	March 2020	NEA	20	High
A2	Fine Art	Edexcel	9FA0	June 2020	NEA	60	Low

A2	History	AQA	7041	April 2020	NEA	20	Medium
A2	French	AQA	7652	May 2020	NEA	30	High
A2	German	AQA	7662	May 2020	NEA	30	High
A2	Eng Lang & Lit	AQA	7707	February 2020	NEA	20	Medium
A2	Product Design	AQA	7552	February 2020	NEA	50	Medium
A2	Physical Education	OCR	H555	May 2020	NEA	30	Medium
A2	Biology (CPACs)	AQA	7402	February 2020	NEA	0	Low
A2	Chemistry (CPACs)	AQA	7405	February 2020	NEA	0	Low
A2	Physics (CPACs)	AQA	7408	February 2020	NEA	0	Low
A2	Computer Science	OCR	H446	February 2020	NEA	20	N/A

