

Information for candidates

Coursework and Non Examination Assessments

With effect from 1 September 2024



Preparing your work - make sure you understand the rules	
1	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.
2	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 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.
3	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
4	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
5	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
6	Do not be tempted to use pre-prepared online solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying, including the use of Artificial Intelligence
7	You must not submit inappropriate, offensive or obscene material.
Research and using references	
1	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.
2	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.
3	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’.
4	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.
5	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.
6	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 2025.
7	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/), 25/01/2025. You must submit a copy of the computer-generated content with your work for reference and authentication purposes.
8	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).
9	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	
1	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. Examples of sources include books, websites, magazine or newspaper articles, artificial intelligence. Plagiarism can also include listening to the spoken word and copying this eg YouTube clips.
2	Don’t think you won’t be caught; there are many ways to detect plagiarism.
3	Markers can spot changes in the style of writing and use of language.
4	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.
5	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	
1	If it is discovered that you have broken the regulations, penalties will be applied ranging from zero marks for that piece of work, disqualification from that unit/component, disqualification from the whole subject for that examination series, to being disqualified from all subjects and barred from entering again for a period of time
2	The awarding body will decide which penalty is appropriate
3	REMEMBER – IT’S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.
Reviews of marking	
1	Candidates’ work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. BBG Academy 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.
2	Subject teachers will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre’s marking before marks are submitted to the awarding body.
3	Requests for reviews of marking must be made in writing, with a clear reason given. Deadlines are available upon request as submission dates to exam boards differ.
4	The ‘Reviews of marking - centre assessed marks policy an procedures’ policy is available on request.