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January | 24

**HAZELWOOD**  
INTEGRATED COLLEGE



## Instructions for Conducting Coursework (with appeal process)

**To be read in conjunction with the following policies:**

- Examination Policy
- Appeals Policy
- JCQ requirements – Instructions for conducting coursework /  
Instructions for conducting non-examination assessment.
- Malpractice Policy
- Examination Contingency Policy
- Exam Access Policy
- Word processing Policy for Examinations
- Information for candidates – Coursework assessments (Refer to Appendix) JCQ /Student Leaflet
- Information for candidates – non-examination assessments - JCQ
- Information for candidates – Social Media - JCQ



# STATEMENT

**Summary:**

The purpose of this policy is to ensure that all JCQ and awarding body guidelines are clearly understood and followed in the completion of coursework for the relevant awarding bodies. i.e., setting, supervision, authentication, marking, internal standardisation and external moderation of coursework in examination centres. These instructions are for use in AQA Applied general qualifications, OCR Cambridge Nationals, CCEA GCE unitised AS and A- Level qualifications, ELC and Project qualifications. Subject teachers and Heads of department should refer to awarding body instructions. It is the responsibility of each subject leader within the College to familiarise themselves with the contents of this document. It will be reviewed annually alongside the new JCQ documents for the specific academic year.

**Person Responsible:**

Ms T Beare/Examinations Officer

**Additional Notes**

Policy Number: 2024/01

**History:**

Drafted: January 2024

**Drafted by:**

Miss Tracy Beare – AP Curriculum

**Revised by:**

Name: Date

**Consultation:**

Heads of Department

Senior Management

Board of Governors

# INSTRUCTIONS FOR CONDUCTING COURSEWORK (AQA, CITY & GUILDS, CCEA, OCR, PEARSON, WJEC) 1ST SEPTEMBER 2023 – 31ST AUGUST 2024

## Introduction

**Coursework** = work required in project qualifications and internally assessed work (in some cases externally assessed work)

**Note:** Where there is subject specific instructions printed in individual exam specifications, they take precedence over the instructions in the JCQ document

## Key Roles

**Head of Centre** = Principal: Responsible to the awarding bodies for ensuring that coursework is conducted and marked in accordance with these instructions. (take advice from awarding bodies)

**Teacher:** persons who are responsible for supervising and /or assessing candidates' work.

These instructions apply to the setting, supervision, authentication, marking, internal standardisation and external moderation of coursework in all subjects.

Any breach of the regulations for the setting, supervision, authentication and marking of coursework may constitute malpractice (which includes maladministration) (Refer to Suspected Malpractice JCQ document)

## 1) TASK SETTING (1.1 – 1.3)

- Coursework components assess candidates skills, knowledge and understanding that may not readily be assessed by times written papers. Coursework may take different forms to include printouts, copies of presentations, charts, photographs, letters, artefacts, videos, recordings or transcripts of interviews, CD's or DVD's.
- All Subject teachers should ensure that candidates are clear about the assessment criteria which they are expected to meet in their coursework.
- for candidates doing Project qualifications, it must be made clear what is involved: a free choice of topic, flexible choice of output and the opportunity to show evidence of a wide range of capabilities. Projects must be chosen by candidates in discussion with their teacher.

## 2) MARKING, REVISION, RE-DRAFTING AND INTERIM REVIEW OF WORK

2.1 When marking coursework, teachers must not give credit to any additional assistance given to candidates beyond what is described in the specification.

2.2 Candidates are free to revise and redraft a piece of coursework without teacher involvement before submitting the final piece.

2.4 In the absence of subject-specific guidance, teachers may review CW before it is handed in for final assessment.(general advice given only to allow the candidate to make amendments)

2.5 Once work is submitted for final assessment it must NOT be revised. (i.e., adding/removing material – This is Malpractice)

2.6 Digital format CW construction of the e CW does not attract marks – construction may be done by the teacher.

2.7 Teacher must award a mark which represents the candidates unaided achievement.

2.8 Project qualifications – teacher discuss with candidate the range of acceptable evidence that can be used – feedback can be given.

2.9 Teachers must always keep the live coursework secure and confidential whilst in their possession. (i.e., do not show other students – Malpractice)

### **3) PRESENTATION AND SUBMISSION OF COURSEWORK**

3.1 All CW submitted, must be the candidates own work.

3.2 Work submitted may include printout's/charts/presentations/ letters/videos/recordings/witness statements to record what a candidate has demonstrated.

3.3 CW must include a title, table of contents if necessary and a bibliography. Appendices will only be given credit if pertinent to the work.

3.4 Illustrative materials should not be included with the work sent for moderation.

3.5 Electronic CW should be backed up regularly by candidates and stored securely on the Centre's IT system.

3.6 Robust packaging/securely fastened for candidate work.

3.7 Moderation/External marking – typed or written work should be on appropriately sized paper together with the cover sheets provided by the awarding body. Word processed work – must have the centre number, candidate number and unit code on each page as a header/footer.

3.8 Project qualifications – written report and evidence must be securely attached.

### **4) INVOLVEMENT OF PARENTS/CARERS (4.1 – 4.3)**

- Parents/carers should encourage their children to spend time on their CW and to think about it as early as possible – they may provide resource materials and discuss with their children but not direct advice. If more specific help is required, speak to their teacher.

### **5) ACKNOWLEDGEMENT OF SOURCES (5.1 – 5.3)**

- Candidates must not copy source material (internet) and claim it as their own work – if they use source material, they must give detailed reference (author, year, page number) and include a Bibliography.

### **6) MALPRACTICE IN CW (6.1 – 6.7)**

- Candidates must not submit work that is not their own (or typed by a 3rd person) or has been shared with any other candidate, nor help other students with their CW or use materials without acknowledgements (AI). If irregularities are discovered prior to the candidate signing the declaration of authentication this is dealt with by the centre under internal procedures and need not be reported to the awarding body. If after the form has been signed, the Head of Centre must submit full details to the awarding body.
- Centres MUST have a published internal appeals procedure in place – relating to internal assessment decisions which is made widely available and accessible to all candidates – See Appendix
- Suspected malpractice in Coursework is received from an examiner or moderator, the awarding body will ask the head of centre to conduct a full investigation into alleged malpractice. Awarding body may use a 3rd IT service to detect malpractice – all teaching staff should be aware of the potential for malpractice and failure to report it is also malpractice.

### **7) AUTHENTICATION PROCEDURES (7.1 – 7.6)**

- Each candidate must sign a declaration when submitting their final piece of work. Electronic signatures are acceptable. Teachers must confirm the work was submitted under the required conditions – sign the work or it will not be accepted for assessment. (Zero noted) The teacher should be aware of the candidate's standard and level of work to know it is OK. If not, coursework must be completed under direct supervision.

**8) MARKING OF INTERNALLY-ASSESSED COURSEWORK (8.1 – 8.3)**

- Teachers must award marks for Coursework in accordance with the marking criteria in the specification – show clearly how the marks have been awarded. There should be no family connections between student and teacher. Candidates work must be dated by the teacher to reflect when it was marked.

**9) ANNOTATION (9.1 – 9.5)**

- Work must be annotated to show where credit was awarded (Summary content at end or throughout or both) – use of key phrases to ensure key criteria has been met – work may be returned by the moderator if not annotated.

**10) JOINTLY PRODUCED WORK (10.1)**

- Candidates may work together when undertaking research – but must provide an individual response for any task set.

**11) QUALITY OF LANGUAGE –**

11.1 use of clear communication and presentation by candidates in all work.

**12) STANDARISATION OF MARKING WITHIN CENTRES (12.1 – 12.5)**

- Centres should use exemplar material provided by the awarding body to help set standard of marking/ prior to marking, it is useful to undertake a trial marking exercise/ If work is marked by more than 1 teacher, Internal standardisation of marking **MUST** be carried out/ the Coursework is then retained by the centre until after the closing date for reviews of moderation or after any appeals have been completed, whichever is later/retain evidence that internal verification has been carried out.

**13) SUBMISSION OF MARKS FOR INTERNALLY – ASSESSED COMPONENTS (13.1 – 13.5)**

Awarding bodies will publish deadlines for submission of marks. (Moderator may also ask for)/documentation supplied by the awards body must be completed in accordance with instructions and returned by the date specified/ Coursework marks submitted electronically unless instructed otherwise/ In exceptional circumstances (beyond control) an extension may be granted by the awarding body.

**NOTE: 13.5** – The centre must inform candidates of their centre assessed marks as a candidate can request a review of the centre’s marking **BEFORE MARKS ARE SUBMITTED TO THE AWARDING BODY. ANY REVIEW MUST BE UNDERTAKEN BEFORE MARKS ARE SUBMITTED TO THE AWARDING BODY.** Sufficient time **MUST** be given to candidates to allow them to review copies of material, as necessary and reach a decision. The Centre must allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding bodies deadline. The review **MUST** be carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. The reviewer **MUST** ensure that the candidate mark is consistent with the standard set by the centre. Centres **MUST** also make it clear to candidates that any centre assessed marks are subject to change through the moderation process. Centres must inform the awarding body if they do not accept the outcome of the review. (Please refer to Frequently asked questions for Non-examination assessments as they apply equally to qualification covered by this document)

**Note:** Refer to Appendix on Procedures for Internal reviews of coursework marks

**14) INCOMPLETE WORK (14.1 – 14.3)**

- A candidate can be credited for tasks carried out, although incomplete unless the specification says otherwise. A candidate who does not submit any Coursework must be recorded as absent and not awarded a mark of O when marks are submitted. If none of the work is worthy of credit or the authenticity of the work cannot be confirmed, a mark of O must be awarded.

**15) APPLICATION FOR SPECIAL CONSIDERATION IN RESPECT OF INCOMPLETE COURSE (15.1 – 15.4)**

- Temporary illness/injury or an event out of their control which has a material effect on his/her ability to take the assessment it may be possible to accept a reduce quantity of Coursework without penalty. However, all of the assessment objectives must have been covered at least once. This will not be possible if the specification only requires 1 piece of work. Centres must not adjust candidates' marks. If a student joins the courses halfway through special consideration will not apply.

**16) LOST COURSEWORK (16.1 – 16.2)**

- If lost within the examination centre and it cannot be found despite every effort, the circumstances must be reported immediately to the awarding body using JCQ Form 15 – JCQ/LCWt. The awarding body will consider whether it is appropriate to accept a mark for which there is no available evidence or attainment. (16.2)

**17) RE – USE OF CW MARKS BY CANDIDATES (17.1 – 17.2)**

- In unit specifications, the result of the Coursework unit can be reused after certification for the availability of the spec. Candidates who resit a unit may submit a new, amended or enhanced piece of coursework.

**18) EXTERNAL MODERATION (18.1 – 18.10)**

- Moderation – bringing the marking of internal assessed components in all participating centres to an agreed standard. Centre submits a sample of work to the moderator. (Moderator will specify whose work by number/name) Deadline dates for marks submission must be adhered to. Visiting moderations will be arranged through the centre & Moderator. If further evidence is required, the moderator may request some or all of the remaining work which must be kept securely and be available. Marks may change through this moderation process.

**19) FEEDBACK TO CENTRES (19.1 – 19.3)**

- Following moderation, the final marks are provided to centres electronically with the results. Feedback forms from the Moderator are made available to the centre. (Hard copy/electronically) Advice will be noted on the feedback. Comments on accuracy of marks will be made.

**20) EXTERNALLY ASSESSED CW (20.1 – 20.2)**

- In some specs, Coursework is externally marked. i.e., Speaking Polish component/GCSE. This work will not automatically be returned to centres – centres can request such work under access to scripts arrangements.

**21) RETURN OF WORK TO CENTRES (21.1 – 21.3)**

- Moderators will return work directly to centres when instructed by the awarding body. Centres must retain work under secure conditions (whether part of moderation or not) until all possibility of a review of moderation has been exhausted or any appeal or malpractice has been completed. Awarding bodies may retain exemplar work for archive and standardisation purposes.

**22) CENTRE CONSORTIUM ARRANGEMENTS (22.1 – 22.6)**  
**PLEASE REFER TO JCQ DOCUMENTATION**

**23) REVIEWS OF MODERATION (23.1 – 23.7)**

- Centres can request a review of moderation to ensure that criteria has been fairly and consistently applied. This service is not available if the centre's marks have been accepted without change by the awarding body.

**24) ACCESS ISSUES (24.1 – 24.3)**

- Candidates must be made aware of skills required to demonstrate in coursework components. Arrangements for disabilities to access the assessments must be made in advance.

**Appendix 1** Declaration of authentication – Coursework assessments FORM

**Appendix 2** Information for candidates when completing assessments – I have created a student booklet with this information which will be given out at assembly and put on the GC and website for student/parent access.

**Appendix 3** Internal Procedures for review of coursework marks



## DECLARATION OF AUTHENTICATION – COURSEWORK ASSESSMENTS

Each candidate must sign a declaration when submitting their coursework to their subject teacher for final assessment. This is to confirm that the work is their own and that any assistance given and/or sources used have been acknowledged. **Ensuring that they do so is the responsibility of centres.**

(A candidate is defined as someone for whom an entry is in place for the unit or qualification.)

Awarding bodies may issue Declaration of authentication forms to centres, which will replicate some or all of the wording detailed below. Alternatively, the following text may be used as guidance by those centres who wish to create their own documentation.

The work you submit for assessment **must** be your own.

**If you copy from someone else, allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned.**

### DECLARATION BY CANDIDATE

I have read and understood the Information for candidates – coursework assessments. I have produced the attached work without assistance other than that which is acceptable under the scheme of assessment.

(For ELC qualifications, if necessary, the teacher can complete this section on behalf of the candidate. The **text** must be explained to the candidate before the teacher signs the form.)

Candidate's name.....

Candidate's signature: \*..... Date.....

### DECLARATION BY TEACHER

I confirm that:

- 1) the candidate's work was conducted under the conditions laid out by the specification.
- 2) I have authenticated the candidate's work and am satisfied that to the best of my knowledge the work produced is solely that of the candidate.

Teacher's name.....

Teacher's signature: \*..... Date.....

\*Electronic signatures are acceptable. Typed names will be taken as being as binding as a handwritten signature.

## Information for Candidates

# COURSEWORK



*This notice has been produced on behalf of:*  
**AQA, City & Guilds, CCEA, OCR, Pearson and WJEC**

This document tells you about some things that you must and must not do when you are completing coursework.

When you submit any coursework for marking, you will be asked 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. 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, encyclopaedias, 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, you must take care how you use this material - 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'.

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, p 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://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid\\_2621000/2621915.stm](http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm),  
 downloaded 5 February 2024.

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/>), 25/01/2024.

You should retain a copy of the computer-generated content for reference and authentication purposes.

You may be required to produce a bibliography at the end of your work. This 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 of others and do not show your sources in references and a bibliography, this will be considered as cheating.



### **Preparing your coursework – 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. 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 worked as part of a group on an assignment, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

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. Don't 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 coursework 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.

Don't be tempted to use any pre-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.

### **Plagiarism**

Plagiarism involves taking someone else's words, thoughts, ideas or outputs 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 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 from which you have copied! – 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 unit for that examination series.
- 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**

**REVIEWS OF MARKING PROCEDURE: CENTRE ASSESSED MARKS.  
(GCSE CONTROLLED ASSESSMENTS, GCE COURSEWORK, BTEC COURSEWORK)**

Hazelwood Integrated College 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Hazelwood Integrated College 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.

- 1) Hazelwood Integrated College 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. Marks will be provided verbally by the teacher.
- 2) Hazelwood Integrated College will inform candidates that they may request copies of materials to assist them in considering whether to request an appeal of the centre's marking of the assessment.
- 3) Hazelwood Integrated College will, having received a written request for copies of materials via the exams officer, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
- 4) Hazelwood Integrated College will provide candidates with sufficient time (between 2-5 working days) in order to allow them to review copies of materials and reach a decision as to whether they wish to appeal.
- 5) Hazelwood Integrated College will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing and candidates **must** explain on what grounds they wish to request a review.
- 6) Hazelwood Integrated College will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- 7) Hazelwood Integrated College will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- 8) Hazelwood Integrated College will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 9) The candidate will be informed in writing (email) of the outcome of the review of the centre's marking.
- 10) The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre marking is in line with national standards. ***The mark submitted to the awarding body is subject to change and should therefore be considered provisional.***

# INTERNAL ASSESSED MARKS APPEAL FORM

(to be submitted to [hkennedy570@c2kni.net](mailto:hkennedy570@c2kni.net) no later than the dates published)

<b>CANDIDATE NAME:</b>		<b>CANDIDATE NUMBER:</b>	
<b>EXAM SEASON:</b>	2023 - 2024		
<b>SUBJECT</b>		<b>LEVEL</b>	
<b>ORIGINAL MARK:</b>			
1) I wish to review my work to consider an appeal (if Yes ensure you provide your reasons for review request below).	<b>YES / NO</b>		
2) Following my review of marks. I now wish to appeal my mark on the following grounds:	<b>YES / NO</b>		
<b>Comments on reasons for Review:</b>			
<b>Comments on reasons for Appeal:</b>			
<b>Statement:</b> I give my consent to the Examinations Officer to make an enquiry about the result on my behalf and in doing so I understand that the final marks awarded to me may be lower than, higher than or the same as the marks that were originally awarded for this subject.			
<b>Date Received:</b>			
<b>Date of Review of work:</b>			
<b>Signature of invigilator to confirm work reviewed under secure conditions:</b>			
<b>Reviewer Name:</b>			
<b>Reviewer's comments:</b>			
<b>Decision:</b> Marks moved up to ___ / Marks moved down to ___ / Marks remain the same and are ___			
<b>Comments to support decision.</b>			
<b>DATE CLOSED:</b>			
<b>STUDENT NOTIFIED:</b>			

**NOTES:**

- An appeal for a Review of Marking of Centre Assessed Marks must clearly include the grounds for the appeal.
- ***Appeals can only be made on the basis of application of the mark scheme or failure to adhere to JCQ or awarding body regulations. Appeals cannot be made due to concerns over the quality of teaching, this would fall under the College Complaints policy.***
- The mark scheme is accessible on the relevant subject area of the awarding body website.
- The form must be received by the Exam Officer by the relevant deadline(s).
- During the review, access to work will be supervised at all times under secure conditions and a copy of the mark scheme and any available mark sheets will be made available.

**Timeline of Review / Appeal dates Summer 2024 series.**

<b>Examination Board</b>	<b>Deadline for Mark submission</b>	<b>Appeals process for Students - Dates</b>
WJEC	15 <sup>th</sup> May 2024	1 <sup>st</sup> – 10 <sup>th</sup> May 2024
Pearson	15 <sup>th</sup> May 2024	1 <sup>st</sup> – 10 <sup>th</sup> May 2024
OCR	15 <sup>th</sup> May 2024	1 <sup>st</sup> – 10 <sup>th</sup> May 2024
CCEA	30 <sup>th</sup> April 2024	18 <sup>th</sup> – 26 <sup>th</sup> April 2024
AQA GCSE	15 <sup>th</sup> May 2024	1 <sup>st</sup> – 10 <sup>th</sup> May 2024
AQA A Level	7 <sup>th</sup> May 2024	29 <sup>th</sup> May – 3 <sup>rd</sup> April 2024