



# **NEA (Non-examined Assessment) & Coursework**

## **Guidance for Students**

### **2024-2025**

- **Make sure you know the rules**
- All students should read and understand the JCQ [‘Information for Candidates-Non Exam Assessments’](#) & [‘Information for Candidates-Coursework’](#)

All JCQ information and rules for exams and assessments are available on the exams page of the website [fullbrook.surrey.sch.uk/exams/](http://fullbrook.surrey.sch.uk/exams/)

- **[Information For Candidates Video](#)**
- [Information for Candidates-Written Exams](#)
- [Information for Candidates-Coursework](#)
- [Information for Candidates-Non Exam Assessments](#)
- [Information for Candidates-Onscreen Tests](#)
- [Information for Candidates-Privacy Notice](#)
- [Information for Candidates-Social Media](#)
- [Unauthorised Items Poster](#)
- [Warning to Candidates Poster](#)
- [JCQ – Preparing to sit your examinations](#)
  
- **[JCQ malpractice information](#)**

# Fullbrook Policies

Exams page of the website

[fullbrook.surrey.sch.uk/exams/](https://fullbrook.surrey.sch.uk/exams/)



## Useful Links

- [Non-Examination Assessment Policy 2024-2025](#)
- [Malpractice Policy 2024-2025](#)
- [Review of Marking of Centre Assessed Marks for GCSE and GCE Non-Examination Assessments Policy 2024-2025](#)

# Deadlines

- NEA/coursework deadlines will be different for each subject
- Your subject teacher will inform you of the deadlines for your NEA/coursework
- Subject teachers will also share the NEA/coursework (JCQ) rules with you and any subject specific information



# Malpractice

- Not just exams – malpractice can also occur in NEA/coursework
- In simplest terms ‘malpractice’ is a failure to follow the rules of an examination or assessment (including during production of NEA/coursework)
- All rules contained in the JCQ Information for Candidates documents must be adhered to
- Any breach of rules may constitute malpractice, which Fullbrook must report directly to the exam board
- Where exam boards find that malpractice has occurred they may impose one or more sanction(s) upon candidates



# Possible Penalties for malpractice

- Formal warning from the exam board  
(delivered by the Centre to the candidate)
- Loss of marks:
  - on a section/sections of an exam paper/component
  - for a whole component/paper/unit
- Disqualification from:
  - a unit/paper
  - whole qualification
  - from the exam series and all qualification within that series
- Candidate debarment from entering one or more qualifications for a set period of time



# Malpractice further information

Further information can be found on the exams page of the Fullbrook website and the JCQ site:

<https://fullbrook.surrey.sch.uk/exams/>

<https://www.jcq.org.uk/>

The JCQ malpractice documents

<https://www.jcq.org.uk/exams-office/malpractice/>

## Useful links

- [Fullbrook Exams Policy 2024-2025](#)
- [\*\*Fullbrook Malpractice Policy 2024-2025\*\*](#)
- [\*\*Fullbrook Non-Examination Assessment Policy 2024-2025\*\*](#)
- [\*\*JCQ Information for Candidates Documents\*\*](#)
- [\*\*JCQ Suspected Malpractice Policies and Procedures\*\*](#)



# Use of AI in Assessments



- Misuse of AI tools for exams/assessments (including NEA) constitutes malpractice
- Candidates **MUST** submit work for assessments which is their own independent work
- **NO** work should be copied, or paraphrased
- When using material that is not your own, it must be clearly identified and referenced



# Examples of AI misuse include, but are not limited to...



- Copying or paraphrasing sections of AI-generated content so that the work is no longer the candidate's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the candidate's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

**AI misuse constitutes malpractice**

# Referencing AI use

Where AI tools have been used as a source of information;

- a student's acknowledgement must show the name of the AI source used and should show the date the content was generated.

For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2025

- the student must, retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used.
- this must be submitted with the work so the teacher/assessor is able to review the work, the AI-generated content and how it has been used. Where this is not submitted, and the teacher/assessor suspects that the student has used AI tools, this constitutes malpractice

For further information:

<https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>

[JCQ AI poster for students](#)

[JCQ AI presentation for students](#)

**NEA marks**

**and**

**Reviews of centre-assessed  
marks**

# Informing students of NEA marks

- The JCQ requires that all centres inform students of their centre assessed marks, and,
- Allow candidates to request a review of the centre's marking **BEFORE** marks are submitted to the exam board
- If you believe there has been an error in marking this is the only opportunity for an individual review of marking for NEA/coursework



# How are NEA marks issued?



- You will receive your NEA marks by email  
(sent to your student school email address from Fullbrook Exams Office)
- Marks in this email are the final marks that will be submitted to exam board
- You will **NOT** receive a grade as grade boundaries are set by the exam boards when final results are published on summer results days in August

- Normally receive a mark 'out of' e.g. 54 / 90
- Subjects where there is no 'out of' mark other formats are used, e.g. Pass / Merit / Distinction
- Once you have received your marks **no** further alterations can be made to your NEA/coursework



# Your NEA marks email

- You will receive one email for every subject with NEA components
- NEA dates for subjects are different so you will receive marks emails at different times
- Each email will also contain links to the below:
  - [The Fullbrook NEA review of marking policy](#)
  - [Review of marking request form](#)
  - Mark scheme for the subject
- Your email will specify the deadline to request a review of marking



# Example email

**Subject line:** Disney Studies: Your centre assessed marks - (NEA) Non-examined Assessment / Coursework

Dear **Mickey**,

Please find below your Non-examined Assessment / coursework (NEA) marks:

**Student Name:** Mouse, Mickey  
**Candidate Number:** 1234  
**Subject:** Disney Studies  
**Component:** MM4567: Introduction to the Magic Kingdom  
**Centre Assessed Mark(s):** 123 / 150

**Deadline for written request for review of marking:** 03.04.2024

Please find below links to the following documents:

- [The Fullbrook NEA Review Policy](#)
- [Review of Marking Request Form](#)
- [Mark Scheme for the Subject](#)

Students should speak to their teacher if they need help understanding their marks.

Should you wish to make a written request for a review of your centre assessed marks, please do so by completing the linked form and emailing it to [exams@fullbrook.surrey.sch.uk](mailto:exams@fullbrook.surrey.sch.uk). Payment of £25 is required at the time of making a request. No student will be penalised due to inability to pay and, should this difficulty arise, please do not hesitate to contact me using the exams email address.

Yours sincerely,

**Mrs L Seddon**  
**Exams Officer**

Fullbrook - Centre Number 64918



# Understanding your marks

- Speak to your teacher if you do not understand your marks or need further information
- Students who wish to request a review of centre-assessed marks must make the request in writing using the form and submit the request by the deadline

Don't Miss the

**DEADLINE!**

# What is a review of centre-assessed marks for?

- If you believe there may be an error with your marks
- Internal review to ensure that the candidate's mark is consistent with the standard set by the centre
- Reviewed by an assessor who has appropriate competence and no previous involvement in the assessment of the candidate
- Following submission of marks to exam boards, the external moderation process carried out awarding bodies may result in a mark change (upwards or downwards) even after an internal review
- Internal centre-assessed marks reviews are in place to ensure consistency of marking within the centre.
- External moderation by the exam boards ensures that centre marking is in line with national standards.
- The mark submitted to the exam board is subject to change and is considered provisional

# If you have questions ...

- You can ask your subject teacher, year group teams, tutor, or the Exams Office (Mrs Seddon)

