NEA
(Non-examined Assessment) & Coursework

Guidance for Students

2026-2027

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JCQ Rules

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 are available on the exams page of the website fullbrook.surrey.sch.uk/exams/

- Information for Candidates Video (written exams) 2026-2027
- JCQ – Preparing to sit your examinations
- Information for Candidates-Written Exams
- **Information for Candidates-AI (Artificial Intelligence and Assessments)**
- **Information for Candidates-Coursework**
- **Information for Candidates-Non Exam Assessments**
- **JCQ Candidate Declaration Form**
- Information for Candidates-Onscreen Tests
- **Information for Candidates-Privacy Notice**
- **Information for Candidates-Social Media**
- Unauthorised Items Poster
- Warning to Candidates Poster
- **JCQ AI Poster for Students**
- **JCQ Malpractice Information**



NEW – Information for Candidates video for NEA
https://www.youtube.com/watch?v=RSHCuidnsOc&t=17s

Fullbrook Policies

Exams page of the website

fullbrook.surrey.sch.uk/exams/

Policies

- Fullbrook Exams Policy
- Non-Examination Assessment Policy
- Malpractice Policy
- Review of Marking of Centre Assessed Marks for GCSE and GCE Non-Examination Assessments Policy

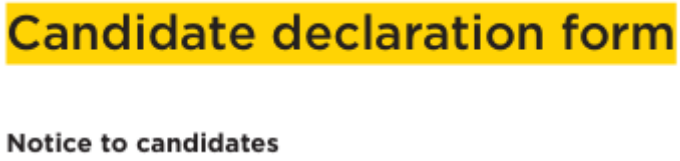
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JCQ updates

- Subject teachers will share the NEA/coursework (JCQ) rules with you and any subject specific information

- **NEW JCQ requirement** …BEFORE starting any piece of NEA / coursework students MUST be issued with and understand the JCQ Candidate Declaration Form
- Students will NOT sign the declaration form until work is completed and handed in for final assessment



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Candidate declaration form

Notice to candidates

1. The work you submit for assessment must be your own
2. You must clearly reference all your sources.
3. You must clearly acknowledge and reference any use of AI.
4. You must keep your work confidential.
5. The work you submit for assessment must be produced under the conditions set out in the awarding body's specification/scheme of assessment/NEA handbook.

If you break the rules, you could get zero marks, be disqualified from the unit or subject, or even from all exams. The awarding body will investigate and decide what happens. If there is anything you don't understand, please speak to your teacher before you sign the form.

https://fullbrook.surrey.sch.uk/wp-content/uploads/2024/10/Information-for-Candidates-NEA-Candidate-Declaration-2026-2027.pdf

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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 breech 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



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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 debarral from entering one or more qualification for a set period of time



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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/

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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

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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

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Referencing and AI use

All sources of information must be clearly referenced, including 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/), 25/01/2027
- Candidates must also acknowledge the sources used by the AI tool in generating the content
- student must, retain a copy of the question(s), prompts used to generate the AI content and the AI-generated content itself 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:

JCQ Information for Candidates – Artifical Intelligence & Assessments

JCQ AI poster for students

JCQ AI presentation for students

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Deadlines

- NEA/coursework deadlines will be different for each subject
- Your subject teacher will inform you of the deadlines for your NEA/coursework



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NEA marks
and
Reviews of centre-assessed marks

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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

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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

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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

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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. 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

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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



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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 is carried out by awarding bodies. This 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 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
- Your NEA marks can only be reviewed using this process and a review of marking with the exam board following the publication of results in August is **not** available

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If you have questions ...

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



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