



Ringwood School

A National Teaching Academy



Preparing for coursework and Non- Examined Assessment

Knowing the rules and following the guidance

Aim of JCQ's information, rules and regulations:

To ensure a fair and level playing
field for every candidate



Joint Council for
Qualifications

The Privacy Notice issued by JCQ for all candidates



Information for Candidates Information About You and How We Use It

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about of what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA	https://www.aqa.org.uk/about-us/privacy-notice
CCEA	http://ccea.org.uk/legal/privacy_policy
City & Guilds	https://www.cityandguilds.com/help/help-for-learners/learner-policy
NCFE	https://www.ncfe.org.uk/legal-information
OCR	https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/
Pearson	https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html
WJEC	https://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf

Who we are and how to contact us

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: www.jcq.org.uk/contact-us/contact-details-for-jcq-and-members.

Information about you and from where it is obtained

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

Subjects where you do NEA or CW

Subject:	Further Information:	% of final qualification	Time of year completed
CNAT Sports Studies	Performance and Leadership	40%	September - June
	Media in Sport	20%	June of Y10-October of Y11
CNAT IT	Data Manipulation using Spreadsheets	30%	Spring term
GCSE Computer Science	NEA Programming Project	Compulsory for completion of the course	Summer Term
BTEC Music Practice	Unit 1: Exploring Music Products and Styles	30%	Feb - Easter
CNAT Health and Social Care	RO33 -Supporting Individuals through Life Events	30%	Oct - April
Drama GCSE	Coursework	10%	Starting in summer term
	Practical	40%	Summer term
BTEC Media	Component 1: Exploring Media Products	30%	Feb to April

What is important to know?

You must make sure that work submitted for assessments is demonstrably your own and is a result of your **own independent work** and **independent thinking**;

If you receive help from someone else, you must let your teacher know, who will record it;

Keep your work secure; you must not share it with others and you must not share it on social media;

You must not copy from someone else or allow someone to copy from you – both are malpractice



Be conscious of your use of social media



Information for candidates Using social media and examinations/assessments

While we like to share our experiences online, when it comes to exams, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers



Things to do on social media:

- Have fun
- Be responsible
- Report any exam content you see to your teacher



Things not to do on social media:

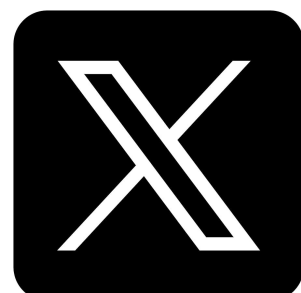
- Buy/ask for/share exam content
- Pass on rumours of what's in exams
- Share your work
- Work with others so that your coursework is not your own independent work

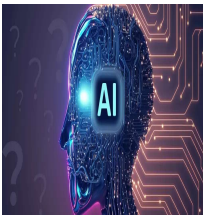


If you do any of the above activities, you may:

- ! Receive a written warning
- ! Lose marks
- ! Be disqualified from a part of or all of your qualifications
- ! Be banned from taking assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)





Artificial Intelligence

It's really important that you know the rules around the use of AI, to avoid putting yourself at risk

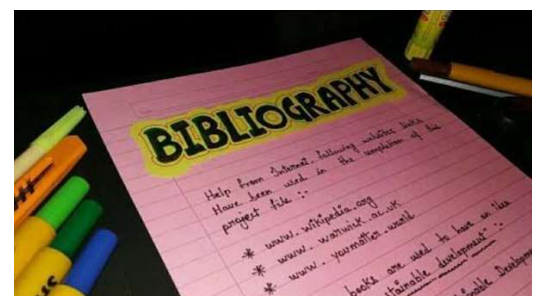
If you use an AI tool which provides details of the sources it has used in generating content, **these sources must be verified by you and referenced in your work** in the same way you would reference any other external source. Where an AI tool does not provide such details, you should ensure that **you have independently verify the AI-generated content** – and then **referenced the sources you have used**.

How to reference

1. When you use material from a book, show the name of the author, the year of publication and the page number, for example: [Morrison, 2000, p29](#).
2. When you use any material from the internet, you should show the date you downloaded the material and the precise webpage – not just the search engine. Eg
http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2024.

With AI:

1. Where AI tools have been used as a source of information, you must acknowledge this by showing the name of the AI source used and the date the content was generated. For example:
[ChatGPT 3.5 \(https://openai.com/blog/chatgpt/\)](https://openai.com/blog/chatgpt/), 25/01/2023.
2. You must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a noneditable format (such as a screenshot) and provide a brief explanation of how it has been used.
3. This must be submitted with the work



Surge in GCSE and A-level candidates penalised for 'malpractice' in England

Possession of mobile phones and smartwatches the biggest single cause for sanctions



Teenagers take an exam. The number of students penalised for potential cheating or behaviour rose this year. Photograph: Roger Bamber/Alamy

This year's A-level and GCSE exams had a surge in the number of students penalised for potential cheating or disruptive behaviour, with possession of mobile phones and smartwatches the biggest single cause for sanctions.

All exam boards have dedicated teams who search for content and people involved with passing on exam papers or committing plagiarism

800 candidates were penalised by having their exam voided, losing all marks

Maths pupil stripped of GCSE amid cheating claim

16 October



Emil Bednarski said he had unknowingly found one of the questions while revising

By Julia Bryson
BBC News

News > Education

Students 'paying hundreds' for fake GCSE and A level exam papers sold on TikTok

Exam regulator warns pupils of disqualification risk if caught cheating

William Mata • Monday 05 June 2023 14:36 BST • Comments



News > Education > Education News

Exam boards monitor Twitter to catch pupils sharing exam answers with classmates

'We spend a huge amount of time monitoring social media to look for signs of malpractice'

What is malpractice when it comes to using AI in NEA / CW?

- AI misuse is where a student has used one or more AI tools but has **not appropriately acknowledged this use** and has submitted work for assessment when it is not their own.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student'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 student'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

AI and Assessments

A quick guide for students



What Is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

- If you're allowed to use AI tools, you must reference them clearly
- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare it's all your own work

When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

Candidate Declaration Form



2025 candidate record form

GCSE Food Preparation and Nutrition

NQA – Food Investigation and Food Preparation Assessment (2025/26)

Please attach this form to your candidate's work and keep it at the centre as you will need it for the moderator as required. This declaration should be completed by the candidate and teacher as indicated.

Centre number

Centre name

Candidate number

Candidate's full name

Work submitted for assessment must be the candidate's own. If candidates copy work, please provide the copy from them or find it in another way. Plagiarism is prohibited.

Candidate declaration

I declare that I have not copied information from anyone other than subject teacher(s) to produce this work.

☐ No ☐ Yes (give detail below in an appropriate short-handled box).

Please do not use any books, notes or other materials (online, software packages, internet information, artificial intelligence etc.) to complete this work unless authorised by the work itself. Preparing materials copied from other sources without acknowledgement is regarded as cheating and is prohibited.

We may communicate all candidate's work for moderation to training partners. Please see our privacy notice for more information on how we use your data and your rights under data protection legislation.

I understand and accept the above conditions and confirm that this has been explained to the candidate and that the candidate understands the above conditions.

Candidate signature

Date: _____

Teacher declaration

I confirm that candidate's work was completed under the conditions laid out in the specification. I have explained the candidate's declaration and satisfied (to the best of my knowledge) that the candidate understands the above conditions.

Teacher signature

Date: _____

1

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2

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Requesting a review of marking

For any CW or NEA which you do, your teacher will tell you the mark you have achieved before it gets sent off to the exam board;

(Once it has been sent off, the exam board will moderate it and it can change)

You will have a few days to decide if you would like to request a review of marking – you can have a copy of your work and the marking criteria to help you

You have to specify your reason for your request, which has to relate to your belief that it has been wrongly marked;

The school will then organise for the marking to be reviewed and you will be told of the result in writing

The reviewer could decide it should stay the same, go up or go down

Malpractice

‘Candidate malpractice’ means a failure to follow the rules by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

Actions which constitute malpractice:

Ignoring instructions /
accessing the internet during
controlled assessments /
copying / allowing work to be
copied / bringing
unauthorised materials into
the exam room or classroom /
being in possession of
confidential material / helping
others commit malpractice /
plagiarising your work

Sanctions which may result from malpractice:

They will be linked to assessments /
exams taken this year;

The Exam Board can pass info on
to other exam boards;

Sanctions range from: a warning /
removal of marks /
disqualification from a unit /
qualification / all qualifications /
being debarred

Sources of information:

Information for candidates documents

Home » Exams Office » Information for candidates documents

Download the documents to find out more.

Related documents

Downloads

PDF

Information for candidates – coursework – 2023 – 2024

PDF

Information for candidates – non examination
assessments 2023 – 2024

PDF

Information for candidates – on-screen tests 2023 –
2024

PDF

Information for candidates – written exams 2023 – 2024
(Amended in January 2024)

PDF

Preparing to sit exams

PDF

Information for Candidates – Privacy Notice 2022 –
2023

PDF

Information for Candidates – Social Media 2022 – 2023

PDF

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>