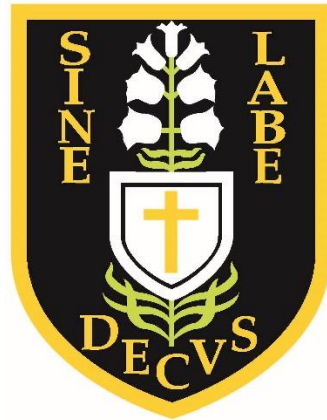


Devonport High School for Girls



GCSE Non-Examination Assessment and GCSE Examination Guidance

Year 11

2024–2025



Devonport High School For Girls
Opportunity - Nurture - Achieve

GCSE CONTROLLED ASSESSMENT AND NON-EXAMINATION ASSESSMENT GUIDANCE

Aims:

- Encourage teams to think through the issues concerning GCSE examinations and be proactive in their planning.
- Clarify roles, responsibilities and procedures in relation to GCSE examinations.
- Ensure parity
- Provide candidates with the opportunity to achieve their full potential.
- Conform to awarding bodies' regulations.

TABLE 1

The GCSE examination boards for 2024–2025 are as follows:

AQA	PEARSON EDEXCEL
Art and Design – Fine Art (8202)	Business (1BS0)
Biology (8461)	History (1HI0) option EP
Chemistry (8462)	Mathematics (1MA1)
Chinese (Spoken Mandarin) (8673)	Music (1MU0)
Combined Science (Trilogy) (8464)	
English Language (8700)	
English Literature (8702)	WJEC
Food Preparation and Nutrition (8585)	Drama (and Theatre) (C690QS)
French (8658)	
Geography (8035)	
German (8668)	
Physical Education (8582)	OCR
Physics (8463)	Classical Civilisation (J199)
Religious Studies A (8062)	Computer Science (J277)
Spanish (8698)	

**TABLE 2: Year 11 Non Examination Assessment and Written Examination Dates
2024–2025**

SUBJECT	NON EXAMINATION ASSESSMENT	DATE NEA COMPLETED BY	GCSE WRITTEN EXAMINATIONS
ART AND DESIGN – FINE ART	Portfolio Externally set assignment	April 2025	Submit to exam board by 7 May 2025
BUSINESS			Paper 1: 9 May pm Paper 2: 16 May pm
CHINESE (SPOKEN MANDARIN)	Speaking	April 2025	Listening: 12 May pm Reading: 12 May pm Writing: 19 May pm
CLASSICAL CIVILISATIONS			Paper 1: 20 May pm Paper 2: 2 June am Paper 3:
COMPUTER SCIENCE			Paper 1: 12 May pm Paper 2: 20 May pm
DRAMA	Performances	July 2024 March 2025	Exam: 8 May am
ENGLISH LANGUAGE	Spoken Language	July 2024	Paper 1: 23 May am Paper 2: 6 June am
ENGLISH LITERATURE			Paper 1: 12 May am Paper 2: 20 May am
FOOD PREPARATION AND NUTRITION	NEA1 – Food investigation NEA2 – Food preparation assessment	March 2025	Exam: 17 June pm
FRENCH	Speaking	April 2025	Listening: 21 May am Reading: 21 May am Writing: 5 June pm
GEOGRAPHY			Paper 1: 14 May am Paper 2: 6 June pm Paper 3: 12 June am
GERMAN	Speaking	April 2025	Listening: 15 May pm Reading: 15 May pm Writing: 21 May am
HISTORY			Paper 1: 16 May am Paper 2: 5 June am Paper 3: 10 June pm
MATHEMATICS			Paper 1: Non-calc 15 May am Paper 2: Calc 4 June am Paper 3: Calc 11 June am
MUSIC	Performance (Unit 1) Composition (Unit 2)	March 2025	Exam: 16 June pm
PHYSICAL EDUCATION	Internal Practical Practical DVD Written Task	March 2025	Paper 1: 19 May pm Paper 2: 9 June pm
RELIGIOUS STUDIES			Paper 1: 13 May am Paper 2: 16 May pm

SUBJECT	NON EXAMINATION ASSESSMENT	DATE NEA COMPLETED BY	GCSE WRITTEN EXAMINATIONS
SCIENCE: Biology Chemistry Physics Combined (Trilogy)	All required practical work will be completed as an integral part of normal practical work during science lessons		B1: 13 May pm B2: 9 June am C1: 19 May am C2: 13 June am P1: 22 May am P2: 16 June pm
SPANISH	Speaking	April 2025	Listening: 10 June am Reading: 10 June am Writing: 17 June pm

HIGH CONTROL ASSESSMENTS

When students are completing controlled assessments under high control, they **must not have access to potential technological/web enabled sources of information such as an iPod, an iWatch, a mobile phone, an MP3/4 player or a wrist watch which has a data storage device.**

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 the examination series in question;
- 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.

Your awarding body will decide which penalty is appropriate.

CONTINGENCY DAY

The Joint Council for Qualifications (JCQ) has a Contingency Day for GCSE and/or GCE (A-level) examinations, which may be used if an examination is postponed if sustained national or local disruption occurs during the examination series. The Contingency Day for the summer's examinations is Wednesday 25 June 2025.

In the event that there is national disruption to a day of examinations in the summer of 2025, the awarding bodies will liaise with the qualification regulators and the Department for Education to agree the most appropriate option for managing the impact. As a last resort, the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the Contingency Day.

Devonport High School for Girls will be alerted if it was agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements.

Information for candidates

Written examinations

With effect from 1 September 2024

**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your exams.
- 4 You **must not** take into the exam room:
 - (a) notes;
 - (b) AirPods, Earphones/Earbuds, an iPod, a mobile phone, a MP3/4 player or similar device, a watch, smart glasses or any other smart device.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- 5 If you have a watch, the invigilator will ask you to hand it to them.
- 6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 7 **Do not** talk to or try to communicate with, or disturb other candidates once you have entered the exam room.
- 8 You **must not** write inappropriate, obscene or offensive material.
- 9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in it;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.
Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are not sure about what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.
Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.
- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.



Information for candidates

Non-examination assessments

Effective from 1 September 2024

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

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 the regulations.

If there is something that you do not understand, you **must** ask your teacher.

Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** 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. You **must draw your own conclusions from the data**.

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. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. 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.

Do not 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.

Research and using references

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.

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.

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.

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'.

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 known as **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.

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.

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.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this 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).

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.

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 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!
- 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 it is discovered that you have broken the regulations, one of the following penalties will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that component for the examination series in question;
- 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 - centre assessed marks

(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Devonport High School for Girls 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. Devonport High School for Girls 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. Devonport High School for Girls 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.
2. Devonport High School for Girls will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Devonport High School for Girls will, having received a request for copies of materials, promptly make them available to the candidate.
4. Devonport High School for Girls will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Devonport High School for Girls will provide a clear deadline for candidates to submit a request for a review of the centre's marking, which will be given to students with their marks. Requests will not be accepted after this deadline. Requests must be made in writing to the Examinations Officer, giving specific reasons for the marks to be reviewed.
6. Devonport High School for Girls 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. Devonport High School for Girls 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. Devonport High School for Girls will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Devonport High School for Girls will inform the candidate in writing 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. A written record of the review will be kept and made available to the awarding body upon request.

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 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.

Updated 10th October 2022

To request a review of Centre-assessed marks for Non-Examination Assessments (NEA)

1. Discuss any concerns with your teacher and your parents/carers.
2. Contact the Examinations Officer via dhsg@dhsg.co.uk to obtain a copy of the materials needed to consider whether to request a review. These include a copy of the work submitted and the marking criteria.
3. Once the materials have been provided, you should consider whether the mark has been awarded in line with the requirements of the awarding body, to decide whether you wish to request a review of your mark formally.
4. If you wish to request a review, you must do so in writing to the Examinations Officer explaining specifically why you are making the request, before the deadline provided on this form. Requests will not be accepted after this deadline.
5. Reviews of marking of centre assessed marks prior to submission to awarding bodies cost £65 per review.
6. By making a request for a review of your mark, you accept the outcome of the review may mean your mark is lowered, confirmed as correct or raised, and this will be the final mark that will be submitted to the Examination Board.
7. Devonport High School for Girls will arrange for your mark to be reviewed by an assessor who has appropriate competence, has no previous involvement in the assessment of your work and has no personal interest in the review.
8. You will be informed, in writing, of the outcome of the review of your mark.

You may also wish to refer to the latest guidance document (Appeals against Internal Assessments of Work), for the most up-to-date information.

All information is available within the Examination Information section of the school [website](#)¹

¹ <https://www.dhsg.co.uk/page/?title=Examination+Information&pid=110>