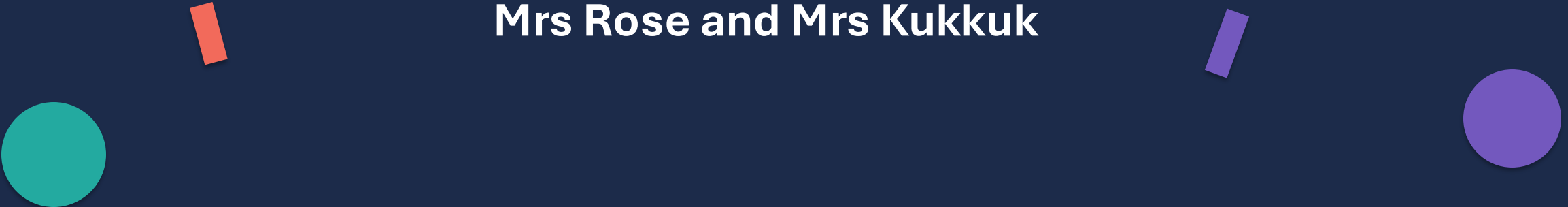




Coursework at KS4



Mrs Rose and Mrs Kukuk

What is coursework?

A piece of assessed work completed over time — with subject-specific rules.

It is planned

Students complete assessed work over time, often through research, planning, drafting, practical work and a final outcome.

It is assessed

The work is marked against the qualification criteria. It contributes directly to the final grade.

It is controlled

There are rules about supervision, feedback, resources, authentication and the help students may receive.

These are set out by JCQ and we have no control over them.

Important: the exact rules vary by subject and exam board. Always follow the instructions given by your department.

How can coursework boost the overall grade?

Where coursework / non-exam assessment contributes to the qualification, every assessed component matters.

A strong component

Strong NEA can add valuable marks and protect against a weaker exam performance.

Although you may not be able to add work directly to your non-examined assessment at home, you can still plan, research, draft so you make the most of lesson time.

Marks add up

Most non-examined assessments have different sections so every mark matters.

You need to submit work for every section otherwise you are throwing easy marks away.

Protect the marks

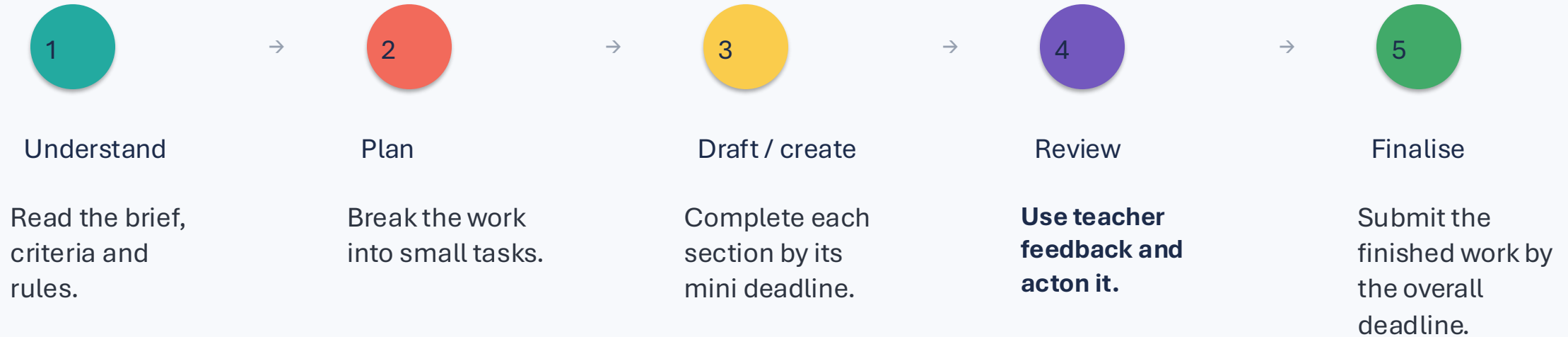
Good organisation protects marks: meet deadlines, failing behind is an easy way to lose marks.

Make use of previous or generalised feedback so you don't repeat mistakes.

Check your subject handbook / department guidance for the exact weighting and grade calculation.

Deadlines: mini deadlines + the final deadline

The final deadline should never be the first time a student completes the whole task.



If you are falling behind: tell the teacher early. Silence makes a small problem harder to fix.

Feedback: use it, don't just receive it

Read it carefully

Identify exactly what the teacher wants you to improve. Look for action words such as explain, justify or develop.

Act on it

Make the permitted changes.
Keep evidence of your progress where your subject requires it.

Ask if unsure

If feedback is unclear, ask before making major changes. A quick question can prevent a bigger problem.

Feedback is most useful when it changes what you do next.

What students should do

- Read the task, mark scheme / criteria and department guidance.
- Keep track of every mini deadline and the final deadline.
- Bring the right equipment, notes and resources to each session.
- Keep drafts, planning and research organised if the subject requires them.
- Use teacher feedback to improve the work within the permitted rules.
- Ask for help early if you are stuck or falling behind.
- Attend department catch-up sessions when offered.
- Check referencing, presentation and submission requirements before handing in.

What students should NOT do

Academic integrity matters: the submitted work must meet the qualification's rules and be authenticated as the student's work

Avoid

- Copying large chunks of text from websites, books or other people's work.
- Submitting someone else's work as your own.
- Using another student's coursework as a template to reproduce their ideas or wording.
- Making up sources or references.
- Leaving work until the last minute and rushing the final submission.

Instead

- Paraphrase in your own words and reference the source.
- Keep notes on where information came from.
- Ask your teacher what help is permitted.
- Keep your own drafts and development work.
- Check your department's rules before using online tools, including AI.

AI: use only when your subject rules allow it

AI policies can differ. For assessed work, the safest rule is: check with the teacher before using it.

Before using AI

Check the department / exam-board guidance first. AI rules can differ between subjects and tasks.

Never submit AI output as your own

Do not submit AI-generated paragraphs, analysis, references or answers as your own unless your subject rules explicitly allow that use.

Ask your teacher

If AI is permitted, follow the instructions about what is allowed, how it must be acknowledged and what evidence to keep.

If you are unsure, pause and ask. A few minutes of checking can protect your coursework.

Referencing: when and how?

Referencing shows where information, ideas, images or quotations came from.

When?

Reference as you work. Cite other people's words, ideas, data, images or material using your department's required style.

How?

Keep a running source list with enough detail to find each source again. Make notes of book titles, authors and page numbers, or if using websites copy the URL and the date you accessed it. Clearly identify direct quotations.

Final check

Check that citations / footnotes match the reference list or bibliography where required.

How parents and carers can support

- Ask what the next mini deadline is — not just when the final deadline is.
- Help create a quiet, realistic time and place to work.
- Encourage attendance at catch-up sessions and lessons.
- Ask the student to explain the task and their plan in their own words.
- Encourage them to act on teacher feedback and ask questions early.
- Help with organisation: calendar reminders, folders and equipment
- If a deadline or workload is becoming a problem, encourage the student to speak to the department early or contact the member of staff to make them aware.
- Do not write, rewrite or generate assessed content for the student.

Catch-up sessions: make them count

Departments may offer additional sessions to help students stay on track.

Attend

Attend, especially if a mini deadline has been missed or you need extra time.

Come prepared

Bring your current work, teacher feedback, questions and the equipment / resources you need.

Use the time well

Focus on the task, ask questions and leave knowing your next step.

Catch-up is not a punishment — it is an opportunity to get back on track.

Non – examined assessment checklist

Before the final submission, students should be able to say:



I understand the task and assessment criteria.



I have met the mini deadlines or told my teacher if I am behind.



I have acted on the feedback I was allowed to use.



My work is my own and follows the subject's assessment rules.



I have referenced sources correctly.



I know what AI / online tools are permitted for this task.



I have attended catch-up sessions if I needed them.



I have completed the final checks and submitted on time.

Please speak to the relevant department for subject-specific coursework rules, deadlines and permitted support.