

## Student guide to NEA assignments

### How do I complete the assignment?

- You should try to complete all tasks in the assignment.
- The assignment says what you need to do for each task.
- All work **must** be your own. You are not allowed help from anyone else. This includes:
  - o Teachers, parents and other students.
  - o Presenting information and material taken from other sources (for example, books/journals, media articles or the internet) as your own without proper referencing.
  - o Meeting your centre's policy about using Artificial Intelligence (AI) tools as a source of information. If you are not sure what the policy is, you should ask your teacher as it should comply with JCQ guidance.

You should know about:

- the appropriate and inappropriate use of AI
- the risks of using AI
- the possible consequences of using AI inappropriately in a qualification assessment.

Your teacher will supervise you completing the assignment.

- If we think that you had extra help, your marks may be changed or reduced to zero.



### How is the assignment marked?

- Your teacher will mark your work after you hand it in. They cannot mark it in stages for you.
- Your teacher will use the marking criteria that we give them to give you marks.
- The marking criteria for each task is in the assignment.
- Your teacher can explain the marking criteria to you.
- The marking criteria has three bands.
- Each band has a range of marks in it.

- Your teacher:
  - o decides which mark band your work meets
  - o gives you a mark from that mark band.

Marks	Mark band 1			Mark band 2			Mark band 3		
	1	2	3	4	5	6	7	8	9

- Your teacher will then add up the marks and give you a total.
- Your final grade for the assignment depends on your final total mark.

## What help can my teacher give me?

### Your teacher can:

- ✓ read the assignment to you
- ✓ help you understand what you need to do. For example, remind you of the difference between **Describe** and **Evaluate**
- ✓ give you some general help if you get stuck
- ✓ tell you how long you have to complete the tasks
- ✓ explain the mark scheme
- ✓ give general advice and guidance
- ✓ remind you of the content expected.

### Your teacher cannot:

- ✗ tell you what to do
- ✗ tell you how to do it
- ✗ structure your work for you
- ✗ give you solutions or answers
- ✗ say how to improve your work
- ✗ mark your work in sections and give feedback
- ✗ give you templates to use to complete your work unless they are provided by OCR in the set assignments.

## What if I get stuck?

- You can ask your teacher to explain the task again.
- Move on to another part of the assignment.
- Come back again later to have another go.

## What is plagiarism and referencing?

- Plagiarism is when you take someone else's work or ideas, but do not say you have done so.
  - Plagiarism is very serious.
  - If you plagiarise, you may be given 0 marks for this unit, or fail the whole qualification.
  - You must always say when you use someone else's work or ideas – this is called referencing.
  - Examples of when you may need to reference are:
    - using ideas from a book
    - using research, data or an image from the internet (including AI tools)
    - copying something someone says – like a quote.
  - You should think about why you want to use and reference other people's work or outputs from AI tools. You can only be given marks for what you know and understand yourself. This cannot be shown by copying the words and ideas of others or using outputs from AI tools.
- Make sure it's clear in your work how you are using the material you have referenced to inform your thoughts, ideas or conclusions.
  - When you hand in your work, you will be asked to sign a form.
  - This form says that all the work you have done is your own, and that you have referenced all the resources you have used.
  - You can find more information about how to reference in the [OCR Guide to Referencing](#).



## Using online resources/the internet

### You must:

- ✓ develop ideas into your own words
- ✓ show that you have created new ideas
- ✓ reference any websites/sources you use.

### You must not:

- ✗ simply copy and paste ideas
- ✗ discuss live tasks online in chat rooms, etc.
- ✗ post your work to any online channels.

## Can I work in a group?

- Only when your teacher tells you that you can.
- All the work you produce **must** be your own.
- You cannot be given marks for work that somebody else in a group has done.



## Does my work for each task need to be in a certain format?

- For each task we'll tell you if your work has to be in a specific format. Check the wording in each task carefully.
- If we use the word 'must' (for example 'You must produce a report' or 'Your work must include a diagram') then you must produce the work in that format.
- If we use the word 'could' (for example 'You could include sketches of your ideas' or 'You could do this by annotating your diagram') this means that you do not have to follow the format we have given, but you must make sure that the work you produce allows you to meet the marking criteria.
- You can present your work in different ways – it can be handwritten, word-processed, on video or in digital media. What you choose should be appropriate to the task(s).
- If the assignment evidence is word-processed, you must make sure that your centre number, candidate number and the unit number are on each page as a header or footer.
- If you are unsure about what evidence you need, please ask your teacher.

## Can I ask my teacher for feedback on my work?

- We have given your teacher instructions on what kind of feedback they can give you.
- They are allowed to tell you what task could be improved but not how to improve it.
- You can use that feedback to try and improve your work yourself.
- Your teacher can say what they've noticed might be wrong with your work. For example, if you describe something where the marking criteria asks for an evaluation, they can point that out to you.
- Your teacher can explain the difference between a description and an evaluation. It's then up to you to decide if you need to change your work. If you think it needs to change you need to change it yourself.

## What do I do when I have finished?

- Make sure that you have saved all your work.
- Your files should have sensible names.
- Make sure your work does not contain any personal information of real people (for example, name, address or date of birth). This must be blanked out (anonymized). Your teacher will tell you how to do this.
- Make sure that your name, candidate number, centre number and page numbers are on your work.
- Hand in the work that you've completed for each task to your teacher. They might ask to see your draft work and early versions, so please keep this in a safe place.

## How to reference and avoid plagiarism



### What is referencing?

Giving details in your work about where your information came from.

### What is plagiarism?

Taking someone else's work, words or ideas and passing them off as your own.

## DO

- ✓ **Reference** anything you've copied from websites, books or course notes
- ✓ Always use quotation marks
- ✓ Say where it's from and the date you got it
- ✓ **Use your own words** as well when asked to describe or explain something

### Why?

- ✓ A good way to get across your own opinions and thoughts
- ✓ Demonstrating your understanding helps get you marks

## DON'T

- ✗ **Just** copy from websites, books, course notes, or AI tool outputs - use it to support your own thoughts and ideas and make sure you **reference**

### Consequences

- ✗ Copying without referencing looks like you're pretending it's your own words. This is known as plagiarism and you could lose marks

**If you're not sure what this means for your assignment work, ask your teacher.**

## Need to get in touch?

If you ever have any questions about OCR qualifications or services (including administration, logistics and teaching) please feel free to get in touch with our customer support centre.

Call us on  
**01223 553998**

Alternatively, you can email us on  
**support@ocr.org.uk**

For more information visit

 **ocr.org.uk/qualifications/resource-finder**

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