



Produced on behalf of: AQA, CCEA, OCR, Pearson and WJEC

Notice to Centres

Teachers sharing non-examination assessment material and candidates' work

The sharing of exemplar assessment material for reference purposes encourages good teaching practice. However, teachers **must** closely control and supervise the issuing of work for non-examination assessment components produced by former candidates in a previous year and the sharing of exemplar non-examination assessment. This will ensure that candidates do not use such material for their own work.

Centres **must** keep live non-examination assessment material and candidates' work secure and confidential at all times whilst in their possession. Teaching staff **must not** share live non-examination assessments with candidates or post candidates' work on social media.

(Live non-examination assessment is defined as any work on a topic which has been set either by an awarding body or the centre for a current or future examination series, even if the work was completed in a previous year.)

Teachers must inform candidates that the copying of any non-examination assessment material in order to present it as their own constitutes malpractice. Candidates **must not** submit work which is not their own. Further information may be found within **Section 9** of the JCQ publication *Instructions for conducting non-examination assessments*.

Teachers **must not** encourage candidates to assist one another when producing work.

Teachers **must** remind candidates that they **must not** make their work available to others through any medium: they **must not**, for example, post and share their work on social media (<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>).

Where the specification permits some assignments to be undertaken as part of a group, reference should be made to **paragraph 4.5** of the JCQ publication *Instructions for conducting non-examination assessments* and the awarding body's specification.

Exemplar material produced by an awarding body **must** be used in accordance with the awarding body's instructions. If teachers are in any doubt, they should contact the awarding body for subject-specific advice and guidance.

Under no circumstances may teachers or centres use non-examination assessment tasks and documentation for any purposes other than the delivery to their candidates. Any attempt to use the non-examination assessment materials for commercial gain, or any breach of the confidentiality of those materials, will be treated as malpractice.

† This document also applies to CCEA GCSE controlled assessment components and GCE AS and A2 coursework components.