



Non-Examined Assessment (NEAs) / Coursework

A Guide for Students and Parents

Academic Year 2023-24

Non-Examined Assessments (NEAs) commonly referred to as “Coursework” is defined as any piece of student work which contributes to the final grade of a qualification.

All students must meet the coursework deadlines set and published by the relevant Curriculum Department or Awarding Organisation. BHASVIC reserves the right to alter these deadlines during the course of the year. This should happen only on rare occasions and, if it does, students will be notified of the new deadline by their teacher or the Head of Department.

Students who have to prepare coursework should do so by the required date. Failure to meet published deadlines may have serious consequences for students remaining on that course or gaining the qualification. Students’ coursework will usually not be marked or processed by the College if it is submitted late, except where this is due to Special Considerations. Unmarked coursework will usually mean failure of that component of the course but, where possible, an earlier seen and assessed draft of coursework will be treated as final submission. Official evidence of Special Considerations will need to be provided (for example, a medical certificate from a doctor for illness), otherwise the college would be in breach of JCQ statutory guidelines on the conduct of assessment.

BTEC Coursework regulations follow a nationally agreed system: Students will be given one submission opportunity for each assessment. In the event the student does not achieve the set criteria it will be the decision of the Lead Internal Verifier (LIV) to authorise a resubmission. Resubmission is only allowed if a student has met initial deadlines and the teacher judges that the candidate can improve their work without further guidance. If resubmission is approved by the LIV, the candidate will be given a maximum of 10 working days to improve and resubmit the work, but this may be shorter depending on deadlines set by the Awarding Organisation. If, after resubmission, the student still has not achieved the pass criteria, the Curriculum Department will review whether a new task or assignment should be given to the student. These tasks must be Internally Verified and agreed with the LIV for the subject area. In all such instances, the candidate should speak with their teacher or Head of Department.



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SUBJECT	COURSEWORK	DEADLINE	SUBMISSION METHOD
Business BTEC Certificate – Year 1	First Submission of Last U1 Assignment	29 April 24	Teams
Business BTEC Certificate – Year 1	Portfolio Completed	13 May 24	Teams
Business BTEC Ext. Certificate – Year 2	First Submission of Final Assignment	15 April 24	Teams
Business BTEC Ext. Certificate – Year 2	Portfolio Completed	10 May 24	Teams
Computer Science A Level – Year 2	Final	6 Mar 24	Digital Submission
Computing BTEC Ext. Certificate – Year 2	Unit 17 BC 1 st Submission	16 April 24	Digital Submission
Creative Media Production BTEC Certificate – Year 1	Portfolio Completed	12 May 24	Teams
Creative Media Production BTEC Ext. Certificate – Year 2	Portfolio Completed	26 May 24	Teams
Drama & Theatre Studies A Level – Year 1	Component 1: Creative Log	10 June 24	Teams
Drama & Theatre Studies A Level – Year 2	Comp 2: Process Report & Evaluation	7 Feb 24	Teams + Paper
English Lang & Lit A Level – Year 1	Journalism Article	19 Apr 24	Paper to Reception
English Lang & Lit A Level – Year 2	Final Folder	3 Nov 24	Paper to Reception
English Language A Level – Year 1	Interview, Commentary & Annotated Style Model	15 Mar 24	Paper to Reception
English Literature A Level – Year 2	Final Draft Essay	22 Nov 24	Paper to Reception
Extended Projects 1 st Year Course – Year 2	Final Project	20 Feb 24	VLE + Paper to Teacher
Extended Projects 2 nd Year Course – Year 2	Final Project	26 Mar 24	VLE + Paper to Teacher
Film Studies A Level – Year 2	Production	07 Nov 23	Teams
Film Studies A Level – Year 2	Evaluation	06 Jan 24	Teams
Fine Art A Level – Year 2	Personal Investigation	W/C 29th Jan 24	In Class
Geography A Level – Year 2	NEA (Coursework)	30 Oct 23	Teams + Paper to Reception
Graphic Design A Level – Year 2	Personal Investigation	W/C 29th Jan 24	In Class and Teams
Graphic Design AS Level Recovery	Practical Component	W/C 6th May 24	In Class and Teams
Health & Social Care BTEC Certificate – Year 1	Unit 5 Assignment Task 1	26 Jan 24	Online - Google Drive
Health & Social Care BTEC Certificate – Year 1	Unit 5 Assignment Task 2	26 Jan 24	Online - Google Drive
Health & Social Care BTEC Ext. Certificate – Year 2	Unit 10 Assignment Task 1	28 Mar 24	Online - Google Drive
Health & Social Care BTEC Ext. Certificate – Year 2	Unit 10 Assignment Task 2	28 Mar 24	Online - Google Drive
History (Early Modern) A Level – Year 2	Final Project	4 Jan 24	Teams and Paper to Reception
History (Modern) A Level – Year 2	Final Project	9 Jan 24	Teams and Paper to Reception



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SUBJECT	COURSEWORK	DEADLINE	SUBMISSION METHOD
Law BTEC Certificate – Year 1	Unit 2: Tasks A & B	21 Feb 24	Teams
Law BTEC Certificate – Year 1	Unit 2: Tasks C & D	28 Mar 24	Teams
Law BTEC Ext. Certificate – Year 2	Unit 4: Tasks A & B	03 Mar 24	Teams
Law BTEC Ext. Certificate – Year 2	Unit 4: Tasks C & D	26 Apr 24	Teams
Media Studies A Level – Year 2	Practical Production & Sai	03 Feb 24	Teams
Music A Level – Year 2 – Year 2	Component 1: Performance	31 Mar 24	Teams
Music A Level – Year 2 – Year 2	Component 2: Composition Portfolio	06 May 24	Teams
Music BTEC Foundation Diploma – Year 1	A3 Task One: Sequenced Composition	14 Mar 24	Teams
Music BTEC Foundation Diploma – Year 1	A3 Task Two: Composition Log	14 Mar 24	Teams
Music BTEC Foundation Diploma – Year 1	A3 Task Three: Sequenced Composition	9 Feb 24	Teams
Music BTEC Foundation Diploma – Year 1	A3 Task One: Stylistic Recordings	14 Mar 24	Teams
Music BTEC Foundation Diploma – Year 1	A3 Task Two: Video Log	14 Mar 24	Teams
Music BTEC Foundation Diploma – Year 1	A3 Task Three	11 Feb 24	Teams
Music BTEC Foundation Diploma – Year 2	Unit A1 Tasks 1-3	06 May 24	Teams
Music BTEC Foundation Diploma – Year 2	Unit C7 Task 1	11 Nov 24	Teams
Music BTEC Foundation Diploma – Year 2	Unit C7 Task 2	17 Jan 24	Teams
Music BTEC Foundation Diploma – Year 2	Unit C7 Task 3	10 Feb 24	Teams
Performing Arts BTEC Certificate – Year 1	Unit 28: Storytelling As Performance	3 Jan 24	Teams
Performing Arts BTEC Certificate – Year 1	Unit 26: Physical Theatre Techniques	23 Feb 24	Teams
Performing Arts BTEC Ext. Certificate – Year 2	Unit 19: Acting Styles	31 Jan 24	Teams
Photography A Level – Year 2	Personal Investigation	W/C 29 th Jan 24	In Class and Teams
Physical Education A Level – Year 2	Physical Evidence	29 Mar 24	Online
Physical Education A Level – Year 2	EAPI	29 Mar 24	Online
Sport BTEC Single – Year 2	Final Course Work Submission	May 24	Teams
Sport BTEC Double – Year 2	Final Course Work Submission	May 24	Teams
Sport Science BTEC Single – Year 2	Final Course Work Submission	May 24	Teams
Sport Science BTEC Double – Year 2	Final Course Work Submission	May 24	Teams
Textiles A Level – Year 2	Personal Investigation	W/C 29 th Jan 24	In Class