



## **Non-Examined Assessment (NEAs) / Coursework A Guide for Students and Parents Academic Year 2024-25**

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	Last Submission of Final U1 Assignment	28 Apr 25	Teams
Business BTEC Certificate – Year 1	Portfolio Completed	1 May 25	Teams
Business BTEC Ext. Certificate – Year 2	Last Submission of Final U8 Assignment	28 Apr 25	Teams
Business BTEC Ext. Certificate – Year 2	Portfolio Completed	1 May 25	Teams
Computer Science A Level – Year 2	Final	12 Mar 25	Digital Submission
Computing BTEC Certificate – Year 2	Unit 7 AB - First Submission	3 Dec 24	Digital Submission
Computing BTEC Certificate – Year 2	Unit 7 CD – First Submission	4 Feb 25	Digital Submission
Computing BTEC Ext. Certificate - Year 2	Unit 17 A - First Submission	28 Feb 25	Digital Submission
Computing BTEC Ext. Certificate - Year 2	Unit 17 BC – First Submission	25 Mar 25	Digital Submission
Creative Media Production BTEC Certificate – Year 1	Portfolio Completed	23 May 25	Teams
Creative Media Production BTEC Ext. Certificate – Year 2	Portfolio Completed	23 May 25	Teams
Drama & Theatre Studies A Level – Year 1	Component 1: Creative Log	13 Jun 25	Teams and Paper
Drama & Theatre Studies A Level – Year 2	Comp 2: Process Report & Evaluation	7 Feb 25	Teams and Paper
English Lang & Lit A Level – Year 1	Journalism Article	26 Apr 25	Paper to Reception
English Lang & Lit A Level – Year 2	Final Folder	8 Nov 24	Paper to Reception
English Language A Level – Year 1	Original writing	18 Mar 25	Paper to Reception
English Language A Level – Year 1	Commentary	27 Jun 25	Paper to Reception
English Language A Level – Year 2	Final folder (investigation final draft)	18 Nov 24	Paper to Reception
English Literature A Level – Year 2	Final Draft Essay	20 Nov 24	Paper to Reception
Extended Projects 1 <sup>st</sup> Year Course – Year 2	Final Project	25 Feb 25	VLE and Paper to Teacher
Extended Projects 2 <sup>nd</sup> Year Course – Year 2	Final Project	25 Mar 25	VLE and Paper to Teacher
Film Studies A Level – Year 2	Production	25 Oct 24	Teams
Film Studies A Level – Year 2	Evaluation	13 Dec 24	Teams and Paper to Reception
Fine Art A Level – Year 2	Personal Investigation	w/c 27 Jan 24	In Class
Geography A Level – Year 2	NEA (Coursework)	5 Nov 24	Teams and Paper to Reception
Graphic Design A Level – Year 2	Personal Investigation	w/c 27 Jan 25	In Class and Teams
Graphic Design AS Level Recovery	Practical Component	w/c 28 May 24	In Class and Teams



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SUBJECT	COURSEWORK	DEADLINE	SUBMISSION METHOD
Health & Social Care BTEC Certificate – Year 1	Unit 5 Assignment Task 1	20 Jan 25	Online - Teams
Health & Social Care BTEC Certificate – Year 1	Unit 5 Assignment Task 2	20 Jan 25	Online - Teams
Health & Social Care BTEC Ext. Certificate – Year 2	Unit 10 Assignment Task 1	21 Mar 25	Online - Teams
Health & Social Care BTEC Ext. Certificate – Year 2	Unit 10 Assignment Task 2	21 Mar 25	Online - Teams
History (Early Modern) A Level – Year 2	Final Project	9 Jan 25	Teams and Paper to Reception
History (Modern) A Level – Year 2	Final Project	10 Jan 25	Teams and Paper to Reception
IT BTEC Certificate – Year 1	Unit 3 A - First Submission	7 Nov 24	Digital Submission
IT BTEC Certificate – Year 1	Unit 17 BC – First Submission	9 Jan 25	Digital Submission
IT BTEC Ext. Certificate – Year 2	Unit 6 A - First Submission	20 Feb 25	Digital Submission
IT BTEC Ext. Certificate – Year 2	Unit 6 BC – First Submission	17 Apr 25	Digital Submission
Law BTEC Certificate – Year 1	Unit 2: Tasks A & B	28 Feb 25	Teams
Law BTEC Certificate – Year 1	Unit 2: Tasks C & D	4 April 25	Teams
Law BTEC Ext. Certificate – Year 2	Unit 4: Tasks A & B	28 Feb 25	Teams
Law BTEC Ext. Certificate – Year 2	Unit 4: Tasks C & D	4 Apr 25	Teams
Media Studies A Level – Year 2	Practical Production & Sai	10 Jan 25	Teams
Music A Level – Year 2 – Year 2	Component 1: Performance	TBC Mar 25	Visiting examiner
Music A Level – Year 2 – Year 2	Component 2: Composition Portfolio	2 May 25	Teams
Music BTEC Foundation Diploma – Year 1	Unit A3: Cover Versions	9 May 2025	Teams
Music BTEC Foundation Diploma – Year 1	Unit A3: Evaluation	16 May 2025	Teams
Music BTEC Foundation Diploma – Year 1	Unit C7: Turning Points	23 Oct 2024	Teams
Music BTEC Foundation Diploma – Year 1	Unit C7: Creative Networks	11 Dec 2024	Teams
Music BTEC Foundation Diploma – Year 1	Unit C7: The Big Issues	12 Mar 2025	Teams
Music BTEC Foundation Diploma – Year 2	Unit A2: Sequenced Composition	TBC Feb 25	Teams
Music BTEC Foundation Diploma – Year 2	Unit A2: Creative Process Log	TBC Feb 25	Teams
Music BTEC Foundation Diploma – Year 2	Unit A1: Rehearsal log	TBC May 25	Teams
Music BTEC Foundation Diploma – Year 2	Unit A1: Ensemble Performance	TBC Apr 25	Teams
Performing Arts BTEC Certificate – Year 1	Unit 29: Storytelling As Performance	3 Jan 25	Teams



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Performing Arts BTEC Certificate – Year 1	Unit 26: Physical Theatre Techniques	23 Feb 25	Teams
Performing Arts BTEC Ext. Certificate – Year 2	Unit 19: Acting Styles	17 Feb 25	Teams
Photography A Level – Year 2	Personal Investigation	w/c 27 Jan 25	In Class and Teams
Physical Education A Level – Year 2	Physical Evidence	7 Mar 25	Online
Physical Education A Level – Year 2	EAPI	7 Mar 25	Online
Sport BTEC Single – Year 2	Final Course Work Submission	May 25	Teams
Sport BTEC Double – Year 2	Final Course Work Submission	May 25	Teams
Sport Science BTEC Single – Year 2	Final Course Work Submission	May 25	Teams
Sport Science BTEC Double – Year 2	Final Course Work Submission	May 25	Teams
Textiles A Level – Year 2	Personal Investigation	w/c 27 Jan 25	In Class