

Circular S/IF/87/22

November 2022

To: The Principals of Post-primary Schools and Directors of Further and Higher Education

For circulation to: All Heads of Department and Examination Officers

Improper Assistance in Coursework and Controlled Assessment Tasks

CCEA wishes to remind centres that teachers must not provide **improper assistance** to candidates in the completion of coursework and controlled assessment tasks. Any additional assistance given to candidates beyond that which is permitted in the subject specification must be annotated and reflected in the marks awarded.

Examples of improper assistance would include:

- giving advice and suggestions as to how the work may be improved.
- giving indications of errors or omissions which leave the candidate no opportunity for individual initiative.
- giving advice on specific improvements needed to meet the assessment criteria.
- provide writing frames specific to the coursework task.
- intervening personally to improve the presentation or content of the coursework.

Further guidance is set out on pg. 2 in [JCQ Instructions for conducting coursework, 1 September 2022 - 31 August 2023](#) and on pg. 6-8 in [Conducting Controlled Assessments in CCEA GCSE Qualifications in 2022/23: Instructions for subject teachers, senior leaders and Heads of Centre](#).

Providing assistance beyond what is permitted in the subject specification is considered to be malpractice and where proven will result in a sanction being imposed on the subject teacher, ranging from; a warning, a requirement to undertake training, imposition of special conditions or suspension from any involvement in CCEA qualifications for a fixed period of time.

Further detail on the types of offence and associated sanctions can be found on pg. 42 of [JCQ Suspected Malpractice Policies and Procedures, 1 September 2022 - 31 August 2023](#).

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