

BHUTAN COUNCIL FOR SCHOOL EXAMINATIONS & ASSESSMENT

A Guide for Coursework

Setting, supervising, marking and submitting coursework for BCSEA

For examinations and assessment officers, heads of department and teachers

DRAFT

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1. About this guide

Several BCSEA syllabuses include a coursework component. Coursework is work that candidates produce during the course, under their teacher's supervision, and it counts towards the final grade. Where a syllabus has coursework, it is worth 20 per cent of the subject.

Because coursework is marked in your school by your own teachers, BCSEA checks it through a process called external verification. A verifier appointed by BCSEA looks at a sample of your school's marked work and checks that your school's standard matches the national standard. If your school has marked a little too generously or a little too severely across the board, the verifier adjusts (scales) your candidates' marks to bring them into line.

What verification does — and does not — do

- It checks your school's overall standard and corrects a consistent trend by scaling the whole set of marks.
- It does not re-mark individual candidates, and it does not change the order you placed your candidates in.
- The most important thing your school can do is mark consistently, placing candidates in the right order from strongest to weakest. Verification can correct a standard that is a little high or low; it cannot fix marking that puts candidates in the wrong order.

This guide explains what your school needs to do, in the order you will do it: setting the task, supervising and authenticating the work, marking and internally verifying, recording marks, and submitting your marks and sample by the deadline. This guide then explains what happens after you submit.

2. Key stage and subjects with coursework

The table below summarises the coursework for each key stage and subjects. All coursework is weighted at 20 per cent. The sciences have no coursework for key stage 5.

Key Stage	Subject	Coursework format	Marks	Key detail
5	1. Accounting	Assignment	40	BCSEA-set within the syllabus.
	2. Business & Entrepreneurship			
	3. English			
	4. Dzongkha			
	5. Economics			
	6. History			
	7. DTI	Project work	70	BCSEA-set within the syllabus.
	8. Geography	Fieldwork/Project work/Practical	40	BCSEA-set within the syllabus.
	9. LCSC	Assignment	30	BCSEA-set within the syllabus.
	10. BMT	Assignment	20	BCSEA-set within the syllabus.
	11. PMT			
	12. Elective Rigzhung	Assignment	30	BCSEA-set within the syllabus.
4	1. English	Assignment	40	BCSEA-set within the syllabus.
	2. Dzongkha			
	3. History			
	4. Economics			
	5. Geography	Fieldwork/Project work	40	BCSEA-set within the syllabus.
	6. DTI	Project work	40	BCSEA-set within the syllabus.
	7. Physics	Research-based project	40	BCSEA-set within the syllabus.
	8. Chemistry			
	9. Biology			
	10. Mathematics	Assignment	20	BCSEA-set within the syllabus.
	11. LCSC	Assignment	30	BCSEA-set within the syllabus.
3	1. English	Assignment	40	BCSEA-set within the syllabus.
	2. Dzongkha			
	3. Science			
	4. History			
	5. Mathematics	Assignment	20	BCSEA-set within the syllabus.
	6. DTI	Project work	40	BCSEA-set within the syllabus.
	7. Geography	Fieldwork/Project work	30	BCSEA-set within the syllabus.
2	1. English	Assignment	40	BCSEA-set within the syllabus.
	2. Science			
	3. Dzongkha	Assignment	30	BCSEA-set within the syllabus.
	4. Mathematics	Assignment	20	BCSEA-set within the syllabus.
	5. DTI	Project work	40	BCSEA-set within the syllabus.

3. Setting the coursework task

A good task is one that lets every candidate demonstrate what the assessment criteria reward, and that produces evidence your school can submit for verification. There are three important rules to follow:

- **Cover the criteria.** Set work that gives candidates a genuine chance to meet each assessment criteria for the component.
- **Only reward what can be seen.** A verifier can only credit evidence that reaches them. If the criteria reward something spoken or performed, it must be captured — for example, recorded — for every candidate. Do not set work whose quality lives only in the classroom.
- **Keep it the candidate's own.** Choose tasks you can supervise and authenticate. For open investigations where candidates choose their own focus, keep enough oversight to be sure the work is genuinely theirs.

4. Supervising and authenticating the work

Candidates complete the coursework under the conditions set out in the syllabus. Teachers must supervise the work sufficiently to confirm that it is each candidate's own work and to sign the authentication declaration. Teachers may review draft coursework and give feedback, as permitted by the syllabus. Candidates should use this feedback to improve their own work and must make any changes themselves. Teachers cannot rewrite any part of a candidate's coursework.

4.1 Who may take coursework

Coursework depends on the school being able to vouch for the work, so it is only open to candidates the school supervises:

- Regular candidates and reappearing candidates who attend classes at the school may take coursework components.
- Reappearing candidates who do not attend the school may not take coursework components, because the school cannot supervise or authenticate their work.

4.2 Preventing and identifying plagiarism

4.2.1 What is plagiarism?

Plagiarism is presenting another person's work or ideas as your own. It includes:

- copying material without acknowledging the source
- using another person's ideas without acknowledging the source
- submitting work written by another person or tool
- using source material without citing and referencing it correctly.

Candidates must understand that they cannot submit another person's or tool's work as their own. They must clearly acknowledge all material taken from other sources.

4.2.3 How schools can help to prevent plagiarism

1. Choose coursework topics carefully

Where the syllabus allows, teachers should:

- vary coursework topics or questions from year to year
- encourage candidates to choose topics connected to their own experience or local context
- ask candidates to use recent sources, where appropriate.

These approaches can reduce the opportunity to copy work produced by previous candidates or material available online.

2. Monitor candidates' work

Teachers should monitor the development of candidates' coursework, as permitted by the syllabus. This may include:

- reviewing plans and drafts
- checking progress regularly
- discussing the sources candidates are using
- encouraging candidates to record and annotate their sources
- keeping examples of work completed under supervision.

This helps teachers understand how each candidate's work has developed.

3. Check candidates' understanding

Teachers may ask candidates to explain:

- an unusual word, phrase or idea in their work
- the meaning of a paragraph
- how they used a particular source
- how they developed an argument or reached a conclusion.

Where appropriate, teachers may also ask candidates to give a short presentation or write a brief explanation of a source listed in their bibliography.

4.3 Possible signs of plagiarism

No single feature proves that plagiarism has taken place. However, teachers should investigate if they notice:

- a clear change in the candidate's writing style or level of fluency
- vocabulary or sentence structures that are very different from the candidate's usual work
- a large amount of work that the teacher has not seen develop
- significant differences between the final work and earlier plans or drafts
- long sections with no citations or references
- references that are inaccurate, incomplete or do not exist
- material that the candidate cannot explain

- wording that appears to have been copied from a website or another source
- work that is structurally similar to a source but uses unusual synonyms or unclear wording.

4.4 How to investigate a concern

If a teacher suspects plagiarism, they should:

1. Compare the coursework with the candidate's earlier drafts and work completed under supervision.
2. Check the sources and references.
3. Search online for a distinctive phrase from the coursework. Placing the phrase inside quotation marks may help to find an exact match.
4. Ask the candidate to explain the content, language, sources and process used to produce the work.
5. Consider all the available evidence before reaching a decision.

4.5 What to do if plagiarism is found

Teachers must be satisfied that the coursework is the candidate's own work before they authenticate it. If plagiarism is found while the candidate is still completing the coursework, the school may address the matter internally, following the syllabus requirements and the school's procedures

If plagiarism is found at the point of submission, the work must not be submitted. The school should contact BCSEA if it is unsure about the authenticity of the work or whether it should be submitted.

5. Use of generative AI

5.1 Key principles

Before candidates begin their coursework, teachers should explain the BCSEA policy on the use of generative AI. This section explains how candidates may use generative AI in coursework, how they must acknowledge its use, and how teachers should supervise and authenticate the work.

Generative AI tools can support learning. Candidates may use them to help with early research, planning and design, where the syllabus allows this. However, candidates must not present AI-generated material as their own work. Inappropriate or unacknowledged use may be treated as plagiarism or malpractice and may lead to a penalty.

Centres and teachers are responsible for identifying possible inappropriate use. Teachers know their candidates and are best placed to notice work that is not consistent with a candidate's usual performance.

Candidates are not expected to use generative AI unless the syllabus specifically requires it. Using AI does not, by itself, earn marks or give a candidate an advantage.

5.2 Acceptable use of generative AI

Candidates may use generative AI in the following ways, if the syllabus allows it and the use is clearly acknowledged. Two examples of this are given:

Initial research and planning

Candidates may use generative AI during the early stages of their coursework to:

- Carrying out initial research into a topic
- Identifying ideas, issues or possible lines of enquiry.
- Supporting the early planning or design of a coursework project.
- Generating text, images, sound or video that *the candidate will evaluate*, adapt or use as source material.

Short quotations from AI-generated text

Candidates may quote a short extract from AI-generated text and discuss it critically. As a guide, one quotation should normally be no more than two or three sentences, or about 50 words.

The quotation must be clearly identified and referenced. Marks are awarded for the candidate's own analysis, evaluation and judgement, not for the AI-generated material itself.

5.3 Acknowledging AI use

Candidates must acknowledge all use of generative AI for research, planning, or the creation of text, images, sound or video.

For each use, candidates should record:

- the name and version of the AI tool
- the date the tool was accessed
- the prompt, or series of prompts, used
- the material produced by the tool and how it was used
- how the candidate checked the accuracy, reliability and possible bias of the material

Any AI-generated material used in the coursework must be identified at the point where it appears. It must also be included in the bibliography or list of references.

5.4 Teachers' responsibilities

Teachers must be able to confirm that the coursework submitted for assessment is the candidate's own work. They must supervise candidates' work and authenticate it before submitting marks for external moderation. If BCSEA suspects that submitted coursework has been plagiarised or produced using AI inappropriately, it may treat the work, and, in some cases, its authentication, as malpractice and open an investigation.

Teachers should explain the BCSEA policy on the use of generative AI to candidates before they begin their coursework.

Teachers may review draft coursework and give feedback, as permitted by the syllabus. Candidates should use this feedback to improve their own work and must make any changes themselves. Teachers must not rewrite any part of a candidate's coursework.

If a teacher suspects plagiarism or inappropriate use of AI, they must not authenticate the work until the concern has been investigated.

5.5 Possible signs of inappropriate AI use

Use professional judgement: No single feature proves that a candidate has used AI. These signs should lead to further checks, not an automatic conclusion.

Compare the coursework with work that is known to be the candidate's own, such as work completed in class. Look for:

- a clear or unexplained change in writing style, vocabulary or sentence structure
- a much higher level of spelling, punctuation or grammar accuracy than usual
- a final submission that is very different from earlier plans or drafts
- a large amount of work that the teacher has not seen develop
- US spelling where the candidate does not normally use it
- unusually formal or complex vocabulary that the candidate cannot explain
- repeated stock phrases, ideas or whole passages
- more words than are needed, or the same point stated more than once
- weak links between sections, unexplained changes of direction, or several apparent endings
- strong factual coverage but little analysis, evaluation or personal judgement
- information that is incorrect, inconsistent or repetitive
- missing, inaccurate or invented references
- sources listed in the bibliography but not understood or used meaningfully.

Some of these features may have other explanations, especially for candidates who use English as an additional language. Teachers should consider the full body of evidence before reaching a decision.

6. Referencing sources in coursework

Candidates must cite material from another source at the point where it appears in their work. This applies to text, quotations, data, diagrams, images, sound, video and AI-generated material. The source must also appear in the bibliography or list of references.

A reference must make clear:

- where and how another person's or tool's work has been used
- who created the work, where this is known
- where the material came from

Centres may teach any recognised referencing system, unless specifically stated in the syllabus. Candidates must use the chosen system clearly and consistently.

Minimum information to include in a reference

Source type	Information to record
Books, articles, images and other published sources	Author, photographer or artist; title; date and place of publication, where available.
Online sources	Author or organisation, where available; page or item title; URL; date accessed.
Online videos	Name of the person or organisation that posted the video; title; year posted; URL; date accessed.
Personal communications	Sender or speaker; year; type of communication; receiver; full date.
Leaflets and business cards	Author or organisation; date, if available; title; date obtained. Include a copy in an appendix where useful.
Generative AI	Tool name and version; date accessed; prompt or prompts; relevant output; explanation of how the output was used and checked.

Using quotations and source material

Candidates should record full source details while they prepare their coursework. They must use single or double quotation marks accurately and consistently around quoted text.

Sources can strengthen coursework by providing evidence, different viewpoints, examples and ideas. However, candidates are unlikely to gain high marks by copying or quoting material at length without explanation. Marks are awarded for the candidate's own use, analysis and evaluation of the material, according to the syllabus assessment criteria.

Note: Key stages 2 and 3 may use simple referencing

7. Marking and internal verification

Teachers mark the work using the BCSEA assessment criteria for the subject. Where more than one teacher, or more than one teaching group, is involved, the school must carry out internal verification before submitting: bring your markers to a single standard so that the marks leaving your school represent one consistent school standard, and the candidates are in the correct overall order.

Where you have internally verified, submit the internally verified mark — even if only one teacher marked the component. Resolve any disagreements between markers and settle the final marks and rank order before the marks go to your examinations and assessment officer.

7.1 Marking by the subject teacher

After all coursework has been marked, the subject teacher shall prepare a complete list of students and their awarded marks arranged in ascending order. The marked coursework, together with the student mark list, shall then be submitted to the designated verifier for the internal verification process.

7.2 Verification process

The internal verifier shall conduct clerical check and verify how the criteria were applied.

Sampling of student submissions

The internal verifier shall select a sample of coursework in accordance with Section 9: The verification sample.

The sample shall include:

- **Top-performing students** – to check for leniency or over-crediting.
- **Average-performing students** – to verify the consistent application of the assessment rubric.
- **Low-performing students** – to ensure that underperforming students have not been disadvantaged.

7.3 Handling verification inconsistencies

Step 1: Review and identify patterns

The internal verifier shall review the selected sample to determine whether the coursework has been marked consistently and in accordance with the approved assessment rubric.

The internal verifier shall identify whether any inconsistencies fall into one of the following categories:

- **Isolated issue** – affecting only one or two submissions.
- **Patterned issue (single range)** – affecting multiple submissions within a specific performance band.
- **Systemic issue (all ranges)** – affecting submissions across all levels of student performance.

Step 2: Determine the appropriate action

Situation	Description	Required Action
Isolated Issue	Only one or two submissions show inconsistencies in marking.	Re-mark only the affected submissions.
Patterned Issue (Single Range)	Multiple submissions within a particular performance range show the same marking inconsistency.	Re-mark all submissions within the affected performance range.
Systemic Issue (All Ranges)	The assessment rubric has been applied inconsistently across all performance levels.	Re-mark all coursework to ensure fairness, consistency, and the accurate application of the assessment criteria.

8. Recording marks and preparing the files

Record marks on the forms BCSEA provides, and prepare the hard copy files for submission. A complete submission for each subject includes:

- final marks for every entered candidate;
- the coursework amendment form (one line per candidate);
- an individual candidate record card or working mark sheet, showing how each sampled candidate's mark was built up against the criteria;
- your internal verification record;
- candidate and/or school authentication declarations;
- a candidate cover sheet, and an access-arrangements cover sheet where a candidate has an arrangement;
- the sample of candidates' work identified for verification (Section 7).

Coursework marks shall be submitted electronically by schools through the BCSEA online portal for schools, using the forms and procedures prescribed by BCSEA. Schools must ensure that all marks are accurately entered, checked and submitted within the deadlines specified by BCSEA. The electronic submission of marks will constitute the official submission of coursework marks for external verification purposes.

Following the submission of coursework marks, BCSEA will select a sample of completed coursework for external verification and quality assurance. The sample will be selected according to criteria determined by BCSEA and schools will be informed by BCSEA of the candidates whose coursework has been selected for submission in hard copy.

Once a school has been notified of the coursework sample, the school shall prepare and submit the specified candidates' original completed coursework in hard copy along with forms in accordance with the instructions and deadline provided by BCSEA. The school shall ensure that the coursework is securely packed, clearly identified and accompanied by any required documentation. The school must also ensure that the submitted coursework corresponds exactly to the marks recorded in the electronic submission.

The sampled coursework shall be submitted by the school to the designated Supervising Examiner. The Supervising Examiner will receive the coursework and verify the required documentation before forwarding the hard-copy coursework, together with the relevant examination scripts, to the designated marking camp.

Schools shall not submit hard copies of all candidates' coursework unless specifically instructed by BCSEA. Only the coursework identified through the official sampling process, or otherwise instructed by BCSEA, shall be forwarded for external verification. Schools must retain the remaining coursework securely in accordance with the requirements set out in this respective subject coursework guidelines until the completion of the assessment, recheck and results processes.

Note: Hard copy submission is only for Class XII.

8.1 Amendment Form

Internal verifier will need to fill up the amendment form as given below:

Mark Amendment Form				
Bhutan Council for School Examinations and Assessment — coursework verification				
Record clerical or transcription corrections found during your checks. Use the corrected mark in your distribution. Send this form to BCSEA. Complete the yellow cells.				
Syllabus/Subject		Component/Paper		
School code		Series		
School name				
Verifier		Date		
Class		Section		

Student Code	Candidate name	Mark submitted	Corrected mark	Reason for correction
0123	Sonam	27	24	Addition error/lenient marking

8.2 Individual Record Card

A completed individual record card shall be attached by the subject teacher to the end of each candidate's coursework submission. The record card shall clearly indicate how marks have been awarded against each assessment criterion in accordance with the approved marking rubric to ensure transparency and consistency in the assessment process.

Sample Format:

Level	Mark Range	Performance Criteria	Mark Awarded
4	7 – 8	Excellent supported and balanced recommendations. Makes a clear and justified Go/No-Go decision based on evidence and preceding analysis.	8
3	5 – 6	Good judgement with some consideration of strengths and weaknesses. The conclusion is relevant but may lack depth, prioritisation, or detailed justification.	
2	3 – 4	Provides a judgement with some supporting reasons.	
1	1 – 2	Provides a limited or unsupported judgement.	
0	0	No evaluative judgement provided.	

8.3 Candidate and School Authentication Declarations

To ensure the authenticity, integrity, and accountability of submitted coursework, each candidate and the school shall complete an authentication declaration. The candidate shall confirm that the submitted coursework is their own work and has been completed in accordance with the prescribed requirements. The school shall verify that the coursework has been completed, monitored, and authenticated in accordance with the approved coursework procedures.

The Candidate and School Authentication Declaration shall be placed on the second page of the coursework submission, immediately after the coursework title page.

Sample Format:**Candidate Authentication Declaration****Candidate Name:** _____**Student Code:** _____**Subject:** _____**Title of Coursework:** _____

I declare that this coursework is my own original work. I confirm that:

- I have completed this coursework in accordance with the coursework guidelines and assessment requirements.
- All sources of information have been appropriately acknowledged.
- Any permitted assistance, including the use of generative AI (where allowed), has been used in accordance with the subject-specific coursework guidelines.
- I understand that plagiarism, fabrication, or any other form of academic misconduct may result in penalties.

Candidate's Signature: _____**Date:** _____**School Authentication Declaration****School Name:** _____**Subject Teacher:** _____

I certify that:

- The coursework was completed under the conditions specified in the coursework guidelines.
- The candidate's work has been monitored throughout the coursework process.
- The submitted coursework has been authenticated as the candidate's own work.
- The coursework has been assessed using the approved marking criteria and assessment rubric.

Teacher's Signature: _____**Date:** _____*Note: Teachers can use one declaration form for all students at each class level.*

9. The verification sample: what to submit

BCSEA does not verify every candidate's work. Instead, BCSEA verifies a sample that represents the full range of your school's marking. Once you submit marks for all your candidates, the system identifies the candidates whose work you must upload. The sample size depends on the size of your entry:

Number of candidates entered	Sample size
1–10	All candidates
11–50	10 candidates
51–100	15 candidates
101–200	20 candidates
Over 200	10% of candidates

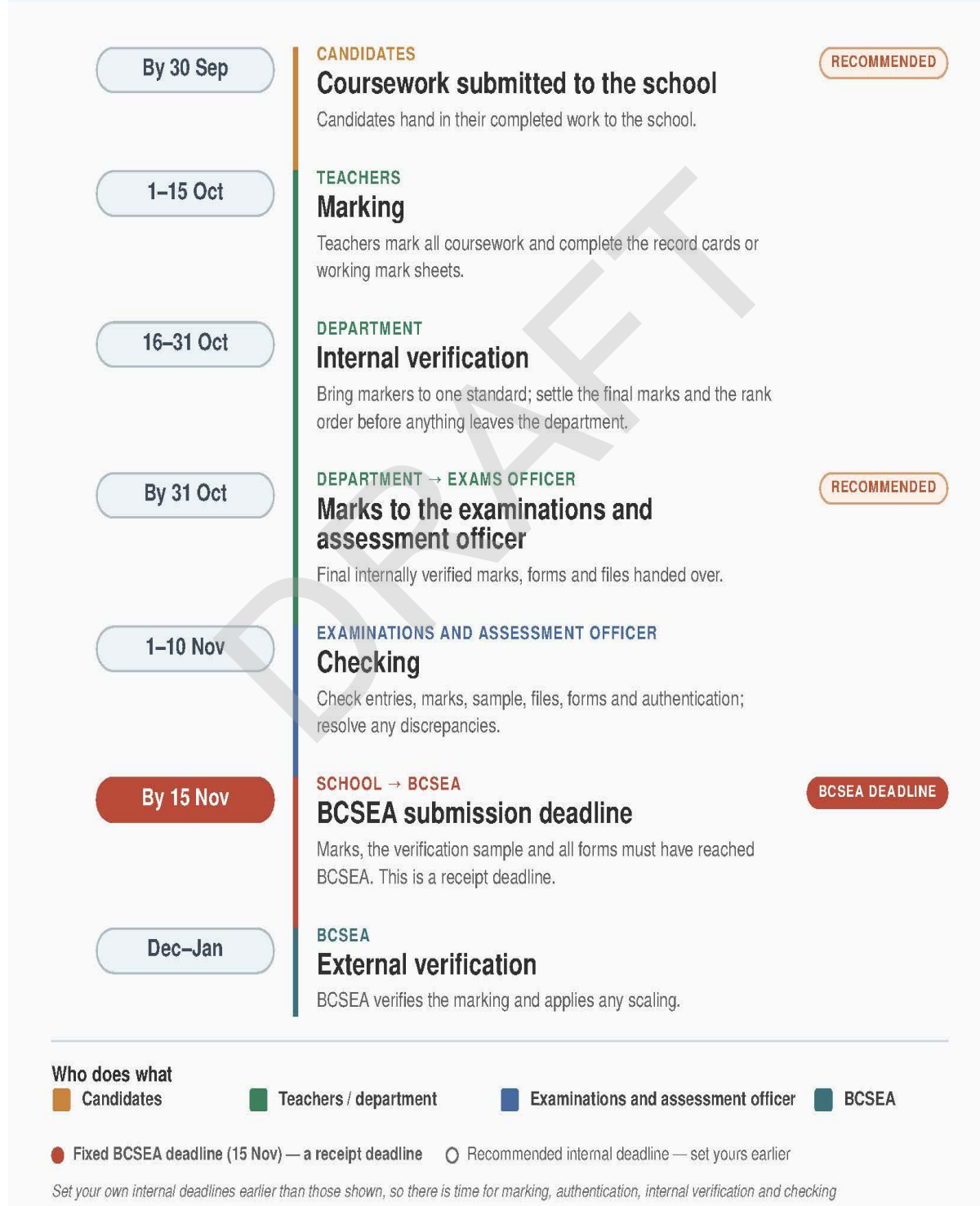
You must also include the work of any candidate awarded a mark of zero, and all work that contributed to a candidate's final mark. Keep your own copy of everything you submit, in case a file is lost or damaged in transit.

10. Deadlines and how to submit

The planned timeline for coursework will be reflected in respective subject coursework guidelines.

Coursework timeline for schools

The December examination series at a glance — draft, subject to BCSEA confirmation



11. After you submit

11.1 The verifier's report to your school

After verification, your school receives a short report on your administration and marking. This is the most useful feedback you will get: it tells you where your marking sat against the national standard and how to get closer next year. Read it with the department and act on it when you prepare the next cohort.

11.2 If your marks are scaled

If the verifier found a consistent trend, your candidates' marks are scaled to correct it. Because scaling follows the overall trend, an individual candidate may not end up on exactly the mark your school gave them. This is normal and does not mean that candidate was singled out — the whole set moves together, and your rank order is preserved.

11.3 Enquiries after results

After results, your school may ask BCSEA to re-verify a component, but for the whole entry, not for selected candidates, and on the understanding that marks may go up, down or stay the same. BCSEA changes an individual mark after results only for a clear clerical error it could have caught at verification (for example, an addition error or a candidate and mark misaligned on the summary form). Disagreement with the original marking judgement is not grounds for a change. Enquiries should be directed to the Controller of Examinations.

11.4 Return and re-use of work

- BCSEA does not return candidates' work.
- Candidate's coursework copy must be retained till recheck result is declared. Schools and BCSEA shall dispose off hard copy of the coursework.
- Coursework submitted in one series cannot be re-used in a later series, even if it is revised or reworked. Candidates must produce entirely new work. A reworked previous submission is treated as malpractice.

12. Malpractice and safeguarding

Authentication is your school's responsibility. If you suspect that work is not a candidate's own, for example: plagiarism, inappropriate use of generative AI, or work re-used from a previous series, deal with it through your school's procedures before you submit. If a concern only comes to light after submission, you must inform BCSEA. Keeping coursework honest at the point of production is far easier than unpicking it later, so make the conditions and the AI rules clear to candidates before they start.

13. Pre-submission checklist

This checklist is to be used by subject teachers before submitting final marks.

Pre-Submission Checklist

- ☒ **1. Correct Task Selection**
 The correct task has been used: the title for coursework; a criteria-covering, verifiable task for all subjects.
- ☒ **2. Supervised Candidates Only**
 Only candidates the school supervises have been entered for coursework.
- ☒ **3. Conditions & Authentication**
 Work has been produced under the required conditions and authenticated for every candidate.
- ☒ **4. Marking & Internal Verification**
 Marking is followed as per the BCSEA criteria, internally verified across teachers, with candidates in the correct order.
- ☒ **5. Complete Documentation**
 All forms are complete: summary form, record cards / working mark sheets, internal verification record, authentication and cover sheets.
- ☒ **6. Marks & Sample Submission**
 Marks for all candidates are submitted, and the sample the system identified is uploaded, including any zero and the highest and lowest marks.
- ☒ **7. Record Keeping & Receipt Deadline**
 Copies of everything have been kept, and the submission is in before the **15 November receipt deadline**.

Ensure all items above are checked and verified prior to final submission.

Forms, portal details and assessment criteria are being finalised by BCSEA and will be confirmed before first live use.