



**This notice has been produced on behalf of:**

**AQA, OCR, Pearson and WJEC**

**Information for candidates: non-examination assessments**

**This document tells you about some things that you must and must not do when you are doing your work.**

**When you hand in your work for marking, the awarding body will normally need you to sign an authentication statement saying that you have read and followed these rules.**

If there is anything that you do not understand, you **must** ask your teacher.

**Getting your work ready – good things to do**

If you get help and guidance from someone who is not your teacher, you **must** tell your teacher who will then write down what kind of help was given to you.

If you worked as part of a group on a piece of work, for example doing field research, you must each write up your own piece of work for the assignment. Even if the data you have is the same, you **must** describe in your own words how you got your data and **you must write your own conclusions from the data on your own.**

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct help, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it. You must always keep your work safe and a secret whilst you are doing it; do not share it with your classmates. If it is stored on the computer network, keep your password a secret. Collect all copies from the printer and destroy those you do not need.

Do not use, or copy someone else's work that is on the internet — this is cheating. Awarding bodies use technology that will know if you have copied work.

You must not write inappropriate, offensive or obscene material.

## Research and using references

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio and on the internet.

Using information from published sources (including the internet) to help you do your assignment is a good way to show your knowledge and understanding of a subject. You must take care how you use this material though - you cannot copy it and claim it as your own work.

**The regulations state that:**

**the work which you hand in for assessment must be your own;**

**you must not copy from someone else or allow another candidate to copy from you.**

When doing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing".

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29.

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine (e.g. google) used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2020.

You may need to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where needed, your bibliography must list the full details of publications you have used in your research, even where you have not specifically talked about them in your assignment, for example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

**If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.**

## Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Do not think "I won't be caught"; there are many ways to find plagiarism.

- Markers (people who will mark my work) can spot changes in the style of writing and use of language.
- Markers know a lot about their subject and are very familiar with work on the assignment's topic — they may have read or seen the source you are using, or even marked the work you have copied from!
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## **Punishments for breaking the rules**

If your work is handed in and it is found that you have broken the rules, one of the following punishments will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified (your work will not count) from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and stopped from entering again for a period of time.

The awarding body will decide which punishment is appropriate.

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK**