

# NON- EXAMINED (COURSEWORK) ASSESSMENTS AND EXAMINATION INFORMATION



# ACADEMIC HONESTY AND INTEGRITY

- Teachers must inform candidates that the copying of any non-examination assessment material in order to present it as their own constitutes malpractice.
- Candidates **must not** submit work which is not their own.
- Teachers **must** remind candidates that they **must not** make their work available to others through any medium: they **must not**, for example, post and share their work on social media.



# COURSEWORK AUTHENTICATION

- Candidates must sign a statement confirming that they have read and followed the regulations and that the work they submit is their own.

The regulations state that:

'the work which you submit for assessment **must** be your own';

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

(JCQ, 2023, p2)



# INDEPENDENT RESEARCH

- Candidates can use information from published sources or generated from sources such as the internet and AI, but you must not copy it and claim it as your own work.
- You may be required to produce a bibliography at the end of your work. This must list the full details of publications you have used in your research, even where these are not directly referred to.
- *If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.*

# HELP AND GUIDANCE

- Candidates can receive help and guidance from someone other than your teacher, but you must tell your teacher who will then record the nature of the assistance given to you..
- Parents/carers can provide access to resources and discuss your coursework, but they must not give direct advice.
- If candidates work in a group, they must write their own account of the assignment.
- Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late



# REFERENCES INCLUDE AI

- Don't be tempted to use any pre-prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying
- *Bing chat, 2023, "I am writing a presentation for students. Create me a summary using headings suitable for slides and bullet point key points under each heading". [www.bing.com](https://www.bing.com) (accessed 27 November 2023)*

# PENALTIES FOR BREAKING THE REGULATIONS

- Candidates who break the regulations will face serious consequences, such as zero marks, disqualification from the unit, subject or all subjects, or being barred from entering again for a period of time.



# INTERNAL APPEAL OF MARKING

- Candidates must be informed of the mark awarded by their centre for a centre assessed component/unit
- Candidates must be able to request a review of the centre's marking prior to the marks being submitted to the awarding body
- **Deadlines are important**
  - Teachers to mark
  - Standardisation
  - Inform you of marks in time to appeal prior to submitting marks

**Further details and appeals policy**

[Examinations | The Ladies' College, Guernsey \(ladiescollege.com\)](http://ladiescollege.com)



# ADVICE AND BIBLIOGRAPHY

- [Information For Candidates - Coursework Assessments 2023 FINAL.pdf \(jcq.org.uk\)](#)
- [Academic-Honesty-and-Artificial-Intelligence-Joint-Colleges-Policy-vSeptember-2023.pdf \(ladiescollege.com\)](#)

## Referencing (Harvard style)

- [Quick guide to Harvard referencing \(Cite Them Right\) | Library Services | Open University](#)
- [Harvard A-Z \(birmingham.ac.uk\)](#)



# EXAMINATION INFORMATION 2023 - 24

- Lower Sixth examinations – Monday 20 May – Friday 31 May
- Upper Sixth mocks – Thursday 25 Jan – Thursday 8 February (*Wed*)
  - Examination timetable this term - *clashes*
  - Examinations briefing next term
- Upper Sixth examinations – start Tuesday 14 May (BS)
  - Study leave starts Monday 13 May
  - Entries and checking next term
  - Examinations briefing next term

Note that as part of the planning for “Resilience in Examinations” you need to be aware that, in the unlikely event of examinations being cancelled, work produced during mock examinations may be used as part of the evidence in awarding a grade. **We have to keep your mock work on file.**

# EXAMINATION INFORMATION 2023 - 24

- Contingency days – NEED TO BE AVAILABLE
  - Wednesday 26 June all day
  - Thursday 6 June (afternoon) and Thursday 13<sup>th</sup> June (afternoon)
- Examinations take place in the Hall (normal and EAA)
- Results day
  - Thursday 15 August

ASK IF YOU HAVE QUESTIONS

Mrs Duguid / Mr Barnes

