

# 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 Five examinations – Monday 20 May – Friday 24 May
- Upper Five mocks - Wednesday 24 Jan – Wednesday 7 February
  - Examination timetable this term
  - Examinations briefing next term
- Upper Five examinations – start Thursday 9 May (RS)
  - 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 22 August

ASK IF YOU HAVE QUESTIONS

Mrs Duguid / Mr Barnes

