



## COURSEWORK AND NON EXAMINED ASSESSMENT



Kimbolton School

**Kimbolton School**  
COURSEWORK

- **IMPORTANT EXAM INFORMATION**  
September 2020



There are specific things which you must and must not do when completing coursework

When you submit your coursework for marking you will be asked to **sign an authentication statement confirming you have read and followed these regulations**

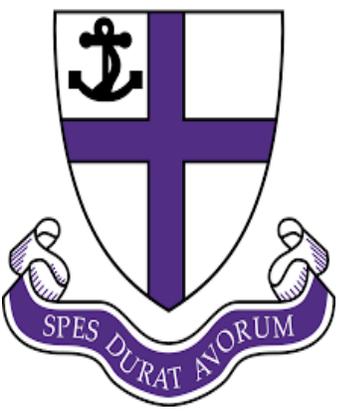
Ask your teacher if there is anything you do not understand



**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”.**



- 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”.
- Give detailed references for everything which is not your own words
- A reference from a printed book should show the author’s name, year of publication and page number. For example: (Morrison, 2000, pg 29)
- A reference from the internet should show the date the material was downloaded, the precise web page, not search engine. This can be copied from the address line. For example:  
(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 5 February 2019
- Your bibliography must list the full details of publications you have used, even when not directly referred to. 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**



- If you worked as part of a group, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.
- You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates or share any information online
- Don't be tempted to use pre-prepared on-line solutions — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.



# Plagiarism

This is 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.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in writing style and use of language
- Markers are highly experienced and may have even marked the essay you have copied!
- 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 grammar and style of writing or punctuation



## Penalties for breaking the regulations

If it is discovered you have broken the regulations, one of the following penalties will be applied:

- The piece of work will be awarded zero marks;
- You will be disqualified from that unit for that examination series;
- You will be disqualified from the whole subject for that examination series;
- You will be disqualified from all subjects and barred from entering again for a period of time

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