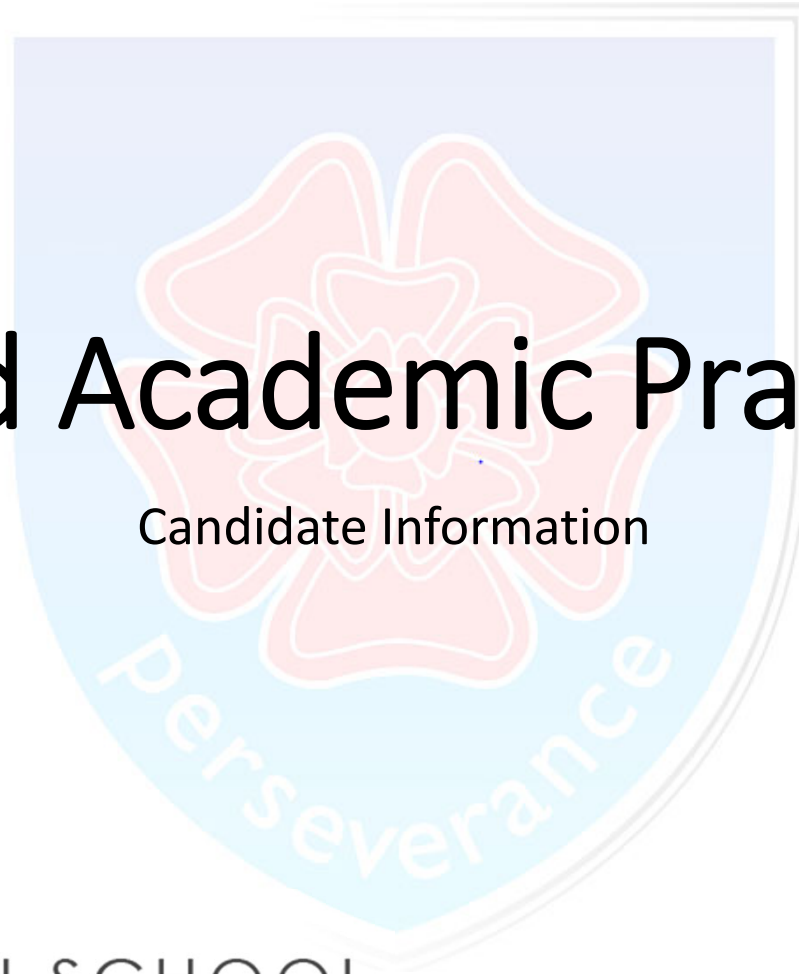


Good Academic Practice

Candidate Information



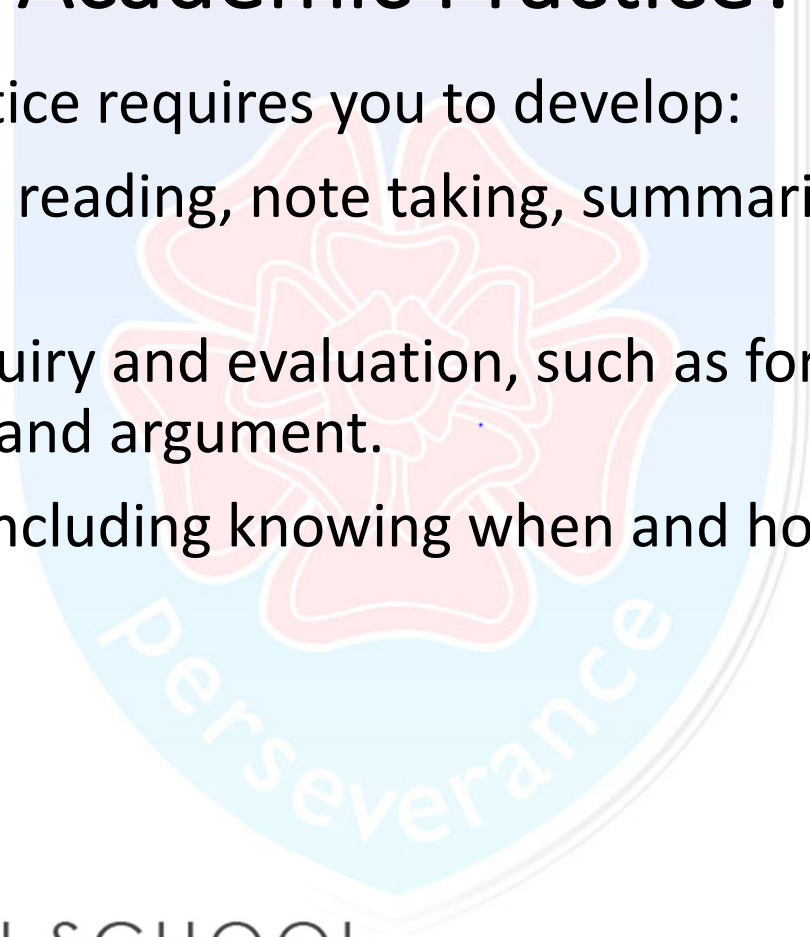
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What Is Good Academic Practice?

Good academic practice requires you to develop:

- Study skills, such as reading, note taking, summarising, paraphrasing and research.
- Critical skills of enquiry and evaluation, such as forming a balanced opinion, reasoning and argument.
- Referencing skills, including knowing when and how to reference.

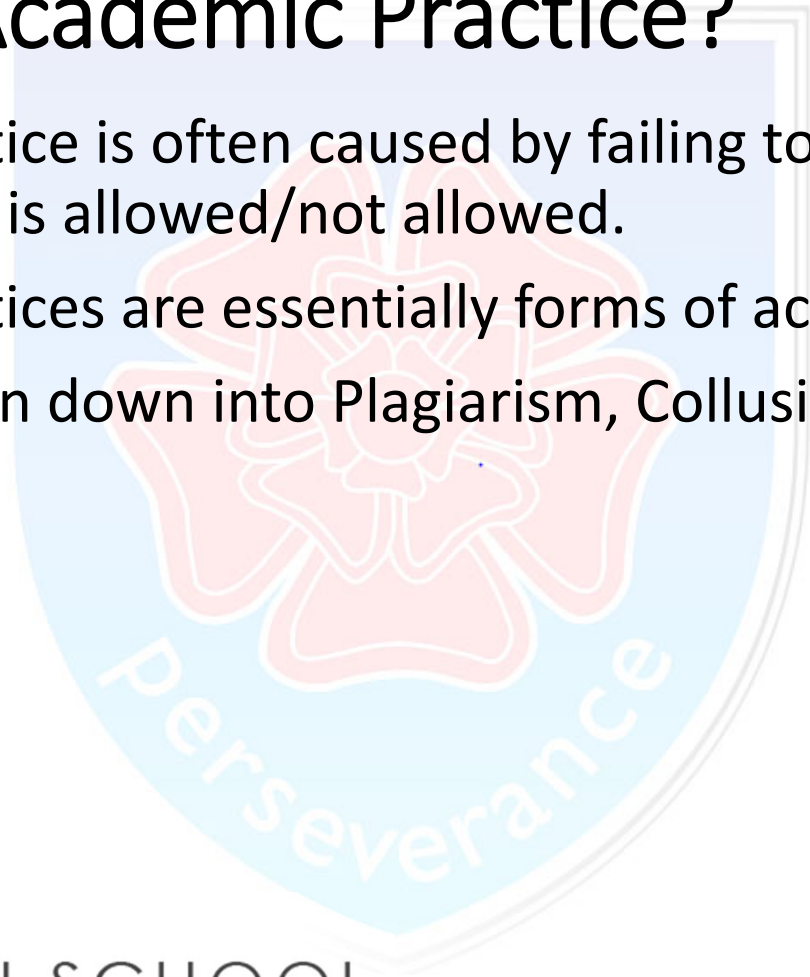


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What Is Bad Academic Practice?

- Bad academic practice is often caused by failing to understand what is expected and what is allowed/not allowed.
- Bad academic practices are essentially forms of academic dishonesty.
- These can be broken down into Plagiarism, Collusion and Assessment Offences.



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What is Plagiarism?

Broadly speaking, Plagiarism is submitting work that is not your own.

Examples include:

- Copying another candidate's work.
- Resubmitting work previously submitted for another qualification or assessment.
- Using text copied from a book, the internet, or another source without quotation marks and proper referencing.
- Paraphrasing or translating work very closely without proper referencing.
- Using Artificial Intelligence software, or another third-party solution, to write the work for you.



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How To Avoid Plagiarism?

To avoid plagiarism:

- Do not just copy work word-for-word, you must explain the idea in your own words.
- Use a range of different sources.
- Ensure you add references your work to acknowledge that it is not your original contribution.
- Develop your own writing style.
- Keep good quality notes so you can look back at where you found the material.
- Use quotation marks.



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Artificial Intelligence Misuse

- You may have seen examples of AI software in the news or on social media.
- AI can be a useful tool, however, it is unlikely to produce a quality piece of coursework that will get you good marks.
- Furthermore, it is Malpractice to use an AI application to complete your coursework or non-exam assessment.
- The exam boards (and the school) will impose significant sanctions if you attempt to use AI to complete your coursework or non-exam assessments.
- You are likely to be disqualified from the subject if you use AI to complete your coursework or non-exam assessment.
- Your subject teacher will monitor your work for evidence you have used AI.



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What is Collusion?

Examples include:

- Assisting another candidate in the production of their work (even if you do not study that subject).
- Submitting work completed in collaboration with another person as entirely their own with the intent to gain an unfair advantage.
- Collaborating with another person or third party when the assessment objectives require the work to be completed independently.
- Sharing your work (including your own research material) with other candidates.
- Knowingly permitting another candidate to copy all or part of their work and submit it as their own.
- Publishing your work (including on Social Media).



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How To Avoid Collusion?

To avoid collusion:

- Know what is expected of you (so you do not need someone else's help). If in doubt, or have any questions about your assessments, speak to your teacher, rather than other pupils.
- Avoid discussing the question(s) in detail with other students.
- Do not lend your work to other pupil.
- Do not post your work on social media.
- Keep it secure at all times.



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Social Media

- You should not upload or download any assessment related information to social media. This is collusion.
- If you upload your work and someone copies your work, you will be penalised as well as the person plagiarising your work!
- It is malpractice to attempt or to successfully exchange, obtain, receive (even if not requested) or pass on assessment related information.
- It is also malpractice to pass on rumours of assessment content or failing to tell the school about any malpractice on social media.



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What are Assessment Offences?

Examples include:

- Plagiarism (see previous slides).
- Collusion (see previous slides).
- Misusing Artificial Intelligence.
- Failing to use the correct referencing style (where this is an assessment requirement).
- Being in possession of a mobile phone, a watch, air pods, or revision notes even if you do not intend to use them.
- Talking or communicating with other candidates whilst completing assessments.
- Including inappropriate, offensive or obscene material in your work.
- Obtaining, exchanging, receiving, or sharing details about the assessment (including attempts to do so), through any medium, regardless of whether the information is real or fake.
- Not making the school or the Awarding Organisations aware of where assessment material is being shared.
- Maliciously causing loss or damage to another candidate's work.
- Fabricating results or evidence.
- Making a false declaration of authenticity.
- Failing to respond to any of the JCQ regulations in the completion of an assessment.
- Failing to respond to school regulations in the completion of an assessment.



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How To Avoid Assessment Offences

To avoid Assessment Offences:

- Make sure you are aware of the JCQ and school regulations.
- Read the documents provided to you by your teacher.
- Ensure that you produce your own work.
- Ensure you reference other sources.
- Do not cheat in your exams or assessments: **you WILL be caught!**

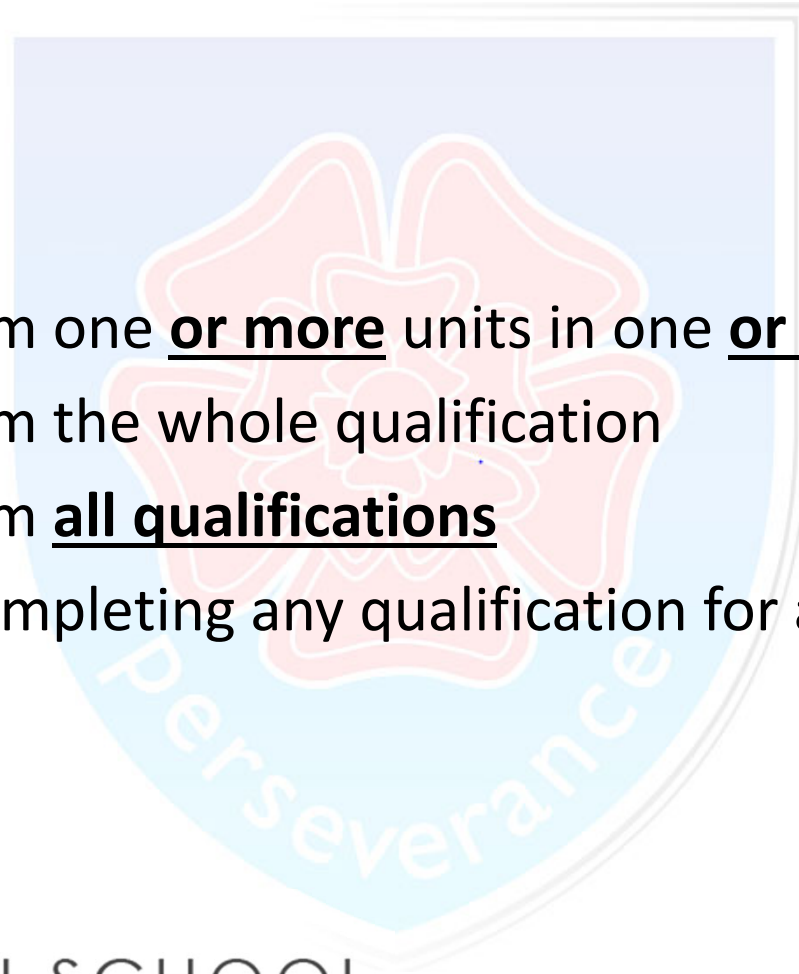


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Penalties

- Written warning
- Loss of marks
- Disqualification from one or more units in one or more qualifications
- Disqualification from the whole qualification
- Disqualification from all qualifications
- Prohibition from completing any qualification for a set period of time.



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