



St Cuthberts Catholic High School Student Declaration 2020/21

This completed form must be returned to Mrs Seddon (Examinations officer) by 28th May 2021.

First name		Last name	
Year / Form		Exam No.	

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

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

Preparing your work — good practice

- ✦ If you receive help and guidance from someone other than your teacher, you must tell your teacher who will then record the nature of the assistance given to you.
- ✦ If you worked as part of a group on an assignment, for example undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, you must describe in your own words how that data was obtained and you must independently draw your own conclusions from the data.
- ✦ You must meet the deadlines that your teacher gives you.
- ✦ 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.
- ✦ Take care of your work and keep it safe. Do not leave it lying around where your classmates can find it or share it with anyone, including posting it on social media. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.
- ✦ Do not be tempted to use pre-prepared on-line solutions – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.
- ✦ You must not write inappropriate, offensive or obscene material.

Research and using references

- ✦ 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'*
- ✦ 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) as the basis for your assignment is a good way to demonstrate 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.

- ✦ When producing 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, p29.
- ✦ 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 used to locate it. This can be copied from the address line. For example:
<http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2021.
- ✦ You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are 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.

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.
- ✦ Don't think you won't be caught; there are many ways to detect plagiarism.
- ✦ Markers can spot changes in the style of writing and use of language.
- ✦ Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read 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.

Penalties for breaking the regulations

If it is discovered that 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 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 barred from entering again for a period of time.
- ✦ The awarding body will decide which penalty is appropriate.

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



How my grades have been determined and will be awarded in Summer 2021

I confirm that the following has taken place: (Please tick each box to confirm each statement)

- I have been given an explanation of how my grades will be determined in summer 2021
- I have a full understanding of the process undertaken by my school which is line with Ofqual, JCQ and awarding body (exam board) requirements
- The professional judgement of teachers has been based on what I have been taught
- My teachers have used a range of evidence from across the course of study to make their decision
- My teachers have informed me of the pieces of work which have been used as evidence to inform my overall grade for each subject for which I am entered
- (Only tick this box where you have approved access arrangements/reasonable adjustments) Where I have been granted any approved access arrangements/reasonable adjustments my school have ensured that these were in place when evidence was gathered. Where appropriate reasonable adjustments were not in place when I took an assessment that is being used as evidence, my teacher took this into account when determining my grade or considered alternative evidence
- I have had the opportunity to raise any concerns about the evidence being used with my teacher, where for example, the evidence was affected by my personal circumstances, such as illness (Any discussion I had with my teacher about mitigating circumstances which may warrant special consideration were recorded/noted by my teacher)
- My teachers have made the final judgement about the evidence used to determine my grades. Negotiation has not taken place between myself/my parent/carer/guardian and my teachers
- After my teacher determined my grade in a subject it was reviewed by other teachers in my school. Therefore, grades were determined consistently with my school's policy
- My teachers or any other members of school staff have not informed me of the grades they have submitted/will be submitting to the awarding body (exam board)
- I have been informed of the date(s) and process for receiving my grades (results) from the relevant awarding body (exam board)
- I have been made aware that if I believe a genuine error has been made in determining my grade, I will have a right to appeal through my school who will provide specific details of the two stage process at that point

By signing here, I am confirming my awareness and understanding of how my grades have been determined and will be awarded to me this summer

Candidate Signature		Date	
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