

Your Coursework Booklet 2016-2017



**Booklet also available in
Cantonese, Gaelic, Polish,
Punjabi & Urdu**

it can
be done 

SQA Coursework

- Project, Portfolio or assignment
- Marks contribute to final grade
- An opportunity for you to demonstrate your knowledge & understanding of a subject
- You may use books, encyclopaedias, TV, radio & the internet to inform you.

SQA Coursework

**YOU CANNOT JUST COPY FROM OTHER
SOURCES AND PASS IT OFF AS
YOUR OWN WORK**

**WHAT YOU SUBMIT TO SQA MUST BE
YOUR OWN WORK**

SIGNED DECLARATION WITH ALL SUBMISSIONS

- I confirm that I have read SQA's *Your Coursework* booklet and I understand its contents.
- I understand that SQA may impose penalties on candidate awards where the guidelines in the *Your Coursework* booklet have not been followed
- The Coursework submitted with this declaration is all my own work, with all sources of information clearly identified and acknowledged.
- I understand that this Coursework will be submitted to SQA for marking.

Signature _____ *Date* _____

1. MEET DEADLINES

- Meet deadlines for drafts & final submissions
- Do not put yourself under pressure where you may be tempted to act out of character.
- Keep teachers informed
- Speak to teachers if struggling

2. SOURCES

- Identify & Acknowledge source materials
- Use “quotation marks”
- Label the sources of diagrams or Illustrations
- Include a bibliography (list of references) where appropriate

3. PLAGIARISM is a form of CHEATING

- Passing off the work of others as your own.
- Copying passages from the internet
- Asking someone else to write an essay for you
- Failing to acknowledge sources of information you have used in your work.
- It is plagiarism if some or all of your work has been done by someone else – brother, sister, friend, parent, tutor, teacher

To guard against Plagiarism

- DO NOT pretend the work of others (friend, older sibling, parent, teacher, internet essay bank) is your own work
- DO NOT copy from another source (book or internet)
- DO NOT use example work prepared by your teacher.
- DO NOT cut and paste from the internet
- DO NOT submit work to an internet site before you send it to SQA

4. COLLUSION is a form of CHEATING

- Working with others when you should be working alone
- Giving help
- Getting help
- Sharing passwords/files
- Lending out materials
- Everyone involved is cheating
- ✓ Speak to our teachers if concerned

To guard against Collusion

- DO NOT work with others - unless you are taking part in *group work*
- DO NOT borrow the work/materials of any other candidate
- DO NOT share your work with others or lend materials to any other candidate
- DO NOT email part or all of any work you have produced to someone else.
- DO NOT allow someone to access your computer
- DO NOT provide your password to anyone or allow access to your saved files

DETECTING PLAGIARISM (CHEATING) IS NOT DIFFICULT

- Suspected by teachers– checking drafts etc
- Spotted easily by markers– pieces will be referred for investigation
- SQA sophisticated computer software matches copied phrases/pieces of text with original sources
- Every suspected case will be investigated.
- A penalty will be applied if guidelines have been broken

5. LANGUAGE

- ✓ You require to show respect
- Do not include rude, abusive, offensive or discriminatory language/images
- DO NOT include rude, abusive or discriminatory language or images
- DO NOT include anything frivolous or irrelevant in the Coursework you submit

SQA Penalties

- A warning issued
- Reduce or award ZERO marks for that piece of work.
- Cancellation of your entry for the subject concerned
- Cancellation of all your subject entries for 2017

6. CHECK AND DOUBLE CHECK!!

- CHECK the contents of your work carefully before it is submitted for marking.

✓ *All your own work?*

✓ *Source materials acknowledged?*

✓ *Language appropriate?*

UNIT ASSESSMENTS & PRELIMS

- SQA will be informed of anyone found cheating in a Unit Assessments or Prelim, or who is suspected of submitting coursework that is not their own.
- You are likely to have your entry for that subject cancelled

GOOD PRACTICE

- ✓ Read SQA *Your Coursework 2016-17 and comply with contents*
- ✓ Seek advice and support from teachers
- ✓ Any doubt whatsoever, ask your teacher
- ✓ Ensure you sign candidate declaration/flyleaf (any unsigned flyleafs may be subject to investigation by SQA's Malpractice Panel.)
- ✓ Think about what you are about to do before you do it!!!