Information for candidates

Coursework

Coursework provides you with an opportunity to do independent research into a topic that interests you. You will probably look for information in published sources, images, and via multimedia, including the internet. Using information from all these sources is a good way to show your knowledge and understanding. Take care how you use this information – do not copy it and claim it as your own work.

What can I do to be academically honest?

- Make sure you understand all instructions given to you. Ask your teacher if you are not sure.
- Learn how to correctly reference your work. Include references for all sources you have used, including, but not limited to, books, internet sites images and generative AI platforms such as ChatGPT.
- If you work within a group, make sure your contribution is your work, using your ideas.
- Acknowledge the work of others.
- Allow enough time to finish your work so you are not tempted to rush and leave out references.

What you must not do

- Do not allow others to have access to your work. You will be held responsible if it is copied.
- Do not copy another person's work and pretend it is your own. This includes the work of other students, books, images and web pages. This is known as plagiarism and is considered to be malpractice.
- Do not make up or invent data or findings. This is called fabrication.
- Do not accept help and input from another person or work collaboratively when this is not allowed; for example, working with a classmate on an assignment and then submitting it as entirely your own work. This is called collusion.

Full Centre Supervision

We have candidates in over 160 countries. It is important that question papers are kept secure so that the exam is fair and that all candidates get the marks they deserve. To help keep the question papers secure we will ask your centre to supervise you at particular times around your exam. We call this 'Full Centre Supervision'. You must follow the rules for Full Centre Supervision. If you do not, you may not be allowed to take the exam, your paper may not be marked, or you may not receive a result.

Full centre supervision rules

- Full Centre Supervision sessions can take place before or after your exams. You must attend all sessions and arrive in good time.
- Your centre will tell you the dates, times and venues of your Full Centre Supervision sessions
- If you arrive late, report directly to the person in charge of the session.
- You are not allowed to have mobile phones or use any communication or electronic device, including the internet, during Full Centre Supervision.

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- You can have books and paper revision notes with you during Full Centre Supervision, but you must not take them into the exam.
- You can talk to each other during Full Centre Supervision, but you must not talk during the exam.
- Do not leave the room until you are given permission to do so.
- A member of staff will supervise you if you need to leave the exam room.
- Tell the person in charge of the session if you feel unwell during Full Centre Supervision.

On the day of the exam

You must

- Be on time for all exams and any periods of Full Centre Supervision.
- Follow the instructions of the invigilator at all times.
- Leave all used and unused exam materials in the exam room.

You must not

- Have any unauthorised materials such as watches, mobile phones, earphones, smart glasses and notes in your possession.
- Talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room.
- Be involved in any unfair or dishonest practice before, during or after the exam.

After the exam

You must not:

- Remove any question papers or question paper content from the exam room.
- Discuss the content of a question paper of other confidential material, such as speaking test topics, with any other candidate until either the Key Time or end of the assessment window has passed.

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