

Academic Honesty



The '*Do's*' and '*Don'ts*' of writing coursework/Non-Examined Assessment Work

Coursework and/or controlled assessments are a crucial part of many courses here at the College.

This document tells you about some things that you **must** and **must not** do when you are completing coursework/NEAs.

When you submit each piece of work you will sign an authentication statement confirming that you have followed these rules, so it is important you understand them. Failing to follow these rules will constitute plagiarism/cheating and is treated very seriously.

Unsure? Check with your teacher.

 MUST	 MUST NOT
Place quotation (" ") marks around any passage of text you have used from somewhere else.	Copy from someone else or allow another student to copy from you.
Reference where any wording used from another source has come from e.g. (Morrison, 2000, p29).	Ask a friend or parent/carer for direct advice on what should or should not be included. <i>They may support you with accessing and discussing resources about the coursework, but no more than this.</i>
If material is taken from the internet, your reference should show the date when the material was downloaded and must show the precise webpage. For example: BBC ON THIS DAY 20 1962: US spaceman orbits Earth downloaded 18 April 2023.	Ask a friend, classmate, peer, parent/carer or other family member to help you write the coursework, or indeed to allow them to write it for you.
Add a bibliography to your work whenever you use sources.	Share your work with others, even if just for them to look at. <i>If they use any or all of your work, you will be as guilty of plagiarism as they are.</i>
Meet the deadlines set by your teacher.	Pass off others' work (<i>including AI responses</i> to questions) as your own.
Keep your coursework secure and confidential so that no-one else can gain access to it and copy.	Be tempted to use pre-prepares online solutions/answers.
If writing as a group, you must each write up your own account even if the data/initial work was drawn up together, the description of the process and conclusions must be in your own words.	Write inappropriate, offensive or obscene material.
Remember the College uses detection equipment to look out for and identify plagiarised work.	Think you will not be caught; there are many ways to detect plagiarism and the consequences are very serious.
Sign and submit an authentication statement, confirming the work you have submitted is your own.	