



PETER SYMONDS COLLEGE

COURSEWORK CHARTER

The College has an Assessment Policy setting out guidance for staff. This Coursework Charter is for students. All work submitted for assessment must be the student's own work.



Coursework Charter

The college is committed to:

- Providing clear and detailed information for students about all aspects of coursework and deadlines in each academic subject
- Advising students at enrolment and when making course choices about the coursework implications for course combinations
- Abiding by coursework rules and regulations as set out in each specification by the examination boards and by the Joint Council for Qualifications (JCQ)
- Ensuring that coursework deadlines are strictly adhered to, except in very exceptional circumstances. 'Exceptional circumstances' is defined as a situation which could not have been foreseen or planned for by the student. Medical or other documentary evidence will always be required. Exceptional circumstances do not include computer or printer breakdown, work left at home or at the house of a friend, etc. Directors of Curriculum and Support/ Director of AHED will be the final arbiters.
- In the case of GCSE controlled assessments, GCE (A level) coursework, GCE and GCSE non-examination assessments and Extended Project Qualification, providing Centre-assessed marks so that students may, if they wish, request a review of the Centre's marking before marks are submitted to the awarding body. (Details of the review process can be found in the Reviews of Marking Policy available on the Exams intranet site)

The student is committed to:

- Reading and acting on all the information provided by the College and by their subject teachers about coursework requirements
- Starting coursework when it is set and meeting interim deadlines (in the past some students have underestimated the complexity of their coursework and have left starting it until the last minute)
- Not missing lessons in order to complete coursework
- Producing coursework which is not plagiarised in any way. Plagiarism is cheating. It includes copying sections or all of a piece of work verbatim without acknowledgement from other sources, including textbooks and the internet or the work of other students. All sources used must be acknowledged
- Avoiding using Artificial Intelligence (AI) in ways which are deemed unacceptable by JCQ. Details about unacceptable use are given in an appendix.

- Meeting college deadlines
- Handing in coursework as directed by teachers

NB: If it is agreed that there are very exceptional circumstances for a student to submit coursework after the deadline, the student **MUST** meet the extended deadline and hand in work as agreed with the teacher or Head of Subject/Curriculum Manager

Plagiarism and AI misuse

If a teacher is concerned that a piece of coursework may contain plagiarism or AI misuse, they will alert their Head of Subject. The work will then be reviewed to establish whether it is the candidate's own work. Measures used may include:

- Comparing it to previous work completed by the candidate.
- Discussing the work with the candidate. If a candidate cannot explain the work clearly, this will be taken as raising questions about whether the work is the candidate's own.
- Reviewing any information held about the preparation of the work, to assess whether the final piece is consistent with the preparatory work undertaken by the candidate.
- Analysing the work using checking software.

Sanctions

The following sanctions will apply:

- Coursework will not be accepted by any teacher after the published deadline, except in very exceptional circumstances
- Students who default on coursework deadlines risk having their exam entry withdrawn or their College place withdrawn
- Students who are found guilty of any form of plagiarism or misuses of AI will be referred to the Head of Faculty/ Director of AHED and may have their coursework disallowed by the college.
- Students who lend their work to others for the purpose of plagiarism are as culpable of cheating as the person to whom the work is lent. Accepting significant help from another person (including a fellow student, teacher, parent or other adult) is also deemed to be cheating. Receiving guidance from another person is acceptable, but you must report the nature of the guidance to your teacher
- Students found guilty of any form of plagiarism or misuse of AI after they have signed the exam board declaration and the coursework has been submitted to their teacher for marking, will be reported to the exam board by the College's examinations office, and will be subject to the relevant exam board sanctions, which may include:
 - the piece of work being awarded zero marks;
 - disqualification from that unit for that examination series;

- disqualification from the whole subject for that examination series;
- disqualification from all subjects and being barred from entering again for a period of time.

Teachers will advise students about on-line plagiarism checking software, like 'turn it in':
<http://turnitin.com/>

Appendix: unacceptable use of AI

The Joint Council for Qualifications (JCQ) states that any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice.

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

There may be specific rules for your course about the use of AI. Your teacher will tell you about these, and you must then follow them carefully.

You will be required to sign an authentication sheet when you complete your NEA. This states that the work is your own, independent work.

Teachers have been provided with guidance about how to identify AI misuse. If they are concerned, they may ask you further questions about the content of your work to check whether you understand what you have submitted. If you cannot answer these convincingly, it will raise serious concerns about the authorship of the work.

Referencing AI use:

If you make any use of AI, you must reference it, as you would any other source.

- i) To reference the use of an AI tool, you must show the name of the AI source used and the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2023.
- j) You must retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format (such as a screenshot) and provide a brief explanation of how it has been used. This must be submitted with the work so the teacher/assessor is able to review the work, the AI-generated content and how it has been used

If you use an AI tool which provides details of the sources it has used in generating content, these sources must be verified and referenced in your work in the normal way. Where an AI tool does not provide such details, you should ensure that you independently verify the AI-generated content – and then reference the sources you have used to do this.