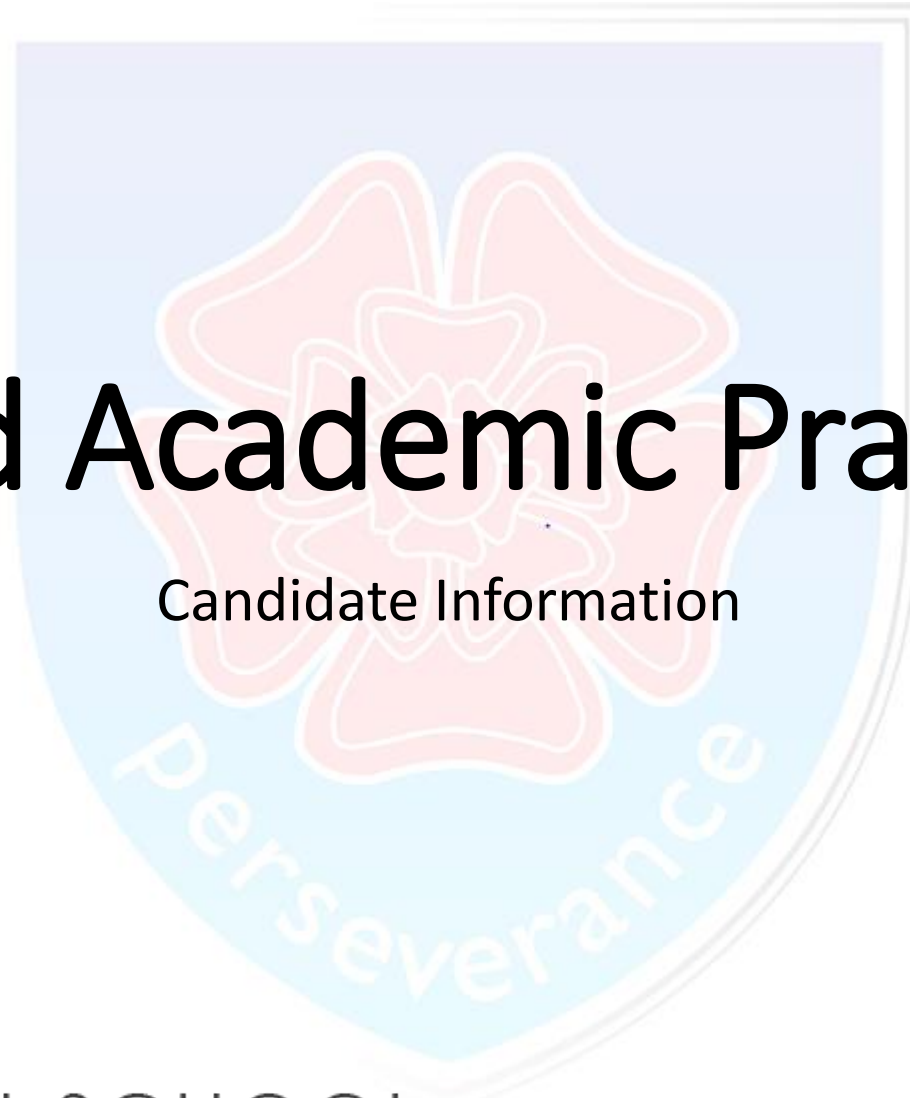


Good Academic Practice

Candidate Information



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What Is Good Academic Practice?

Good academic practice requires you to develop:

- Study skills, such as reading, note taking, summarising, paraphrasing and research.
- Critical skills of enquiry and evaluation, such as forming a balanced opinion, reasoning and argument
- Referencing skills, including knowing when and how to reference

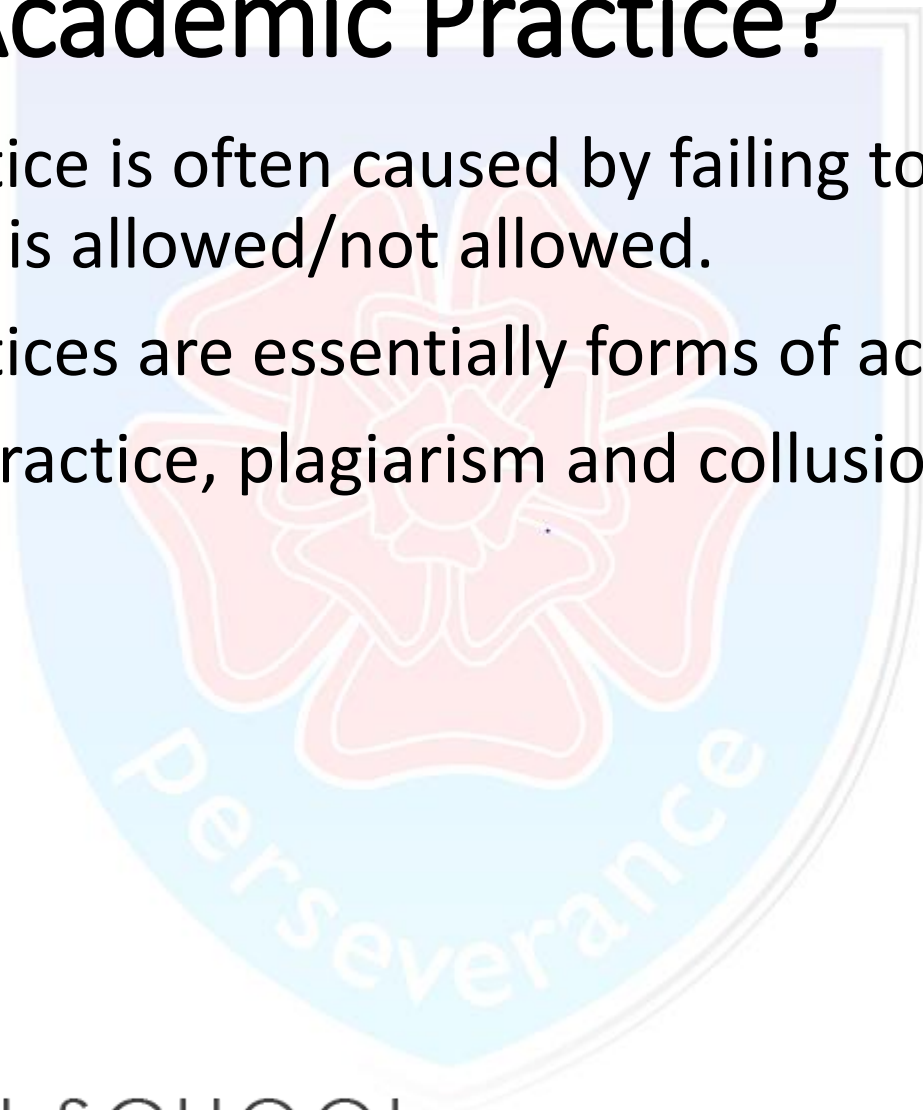


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What Is Bad Academic Practice?

- Bad academic practice is often caused by failing to understand what is expected and what is allowed/not allowed.
- Bad academic practices are essentially forms of academic dishonesty.
- These include malpractice, plagiarism and collusion.



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What is Malpractice?

Examples include:

- Plagiarising work.
- Failing to properly reference other people's work.
- Failing to use the correct referencing style (where this is an assessment requirement).
- Colluding with other candidates in the completion of individual work.
- Copying work from another candidate.
- Maliciously causing loss or damage to another candidate's work.
- Fabricating results or evidence.
- Making a false declaration of authenticity.
- Failing to respond to any of the JCQ regulations in the completion of an examination or assessment.
- Failing to respond to school regulations in the completion of an examination or assessment.



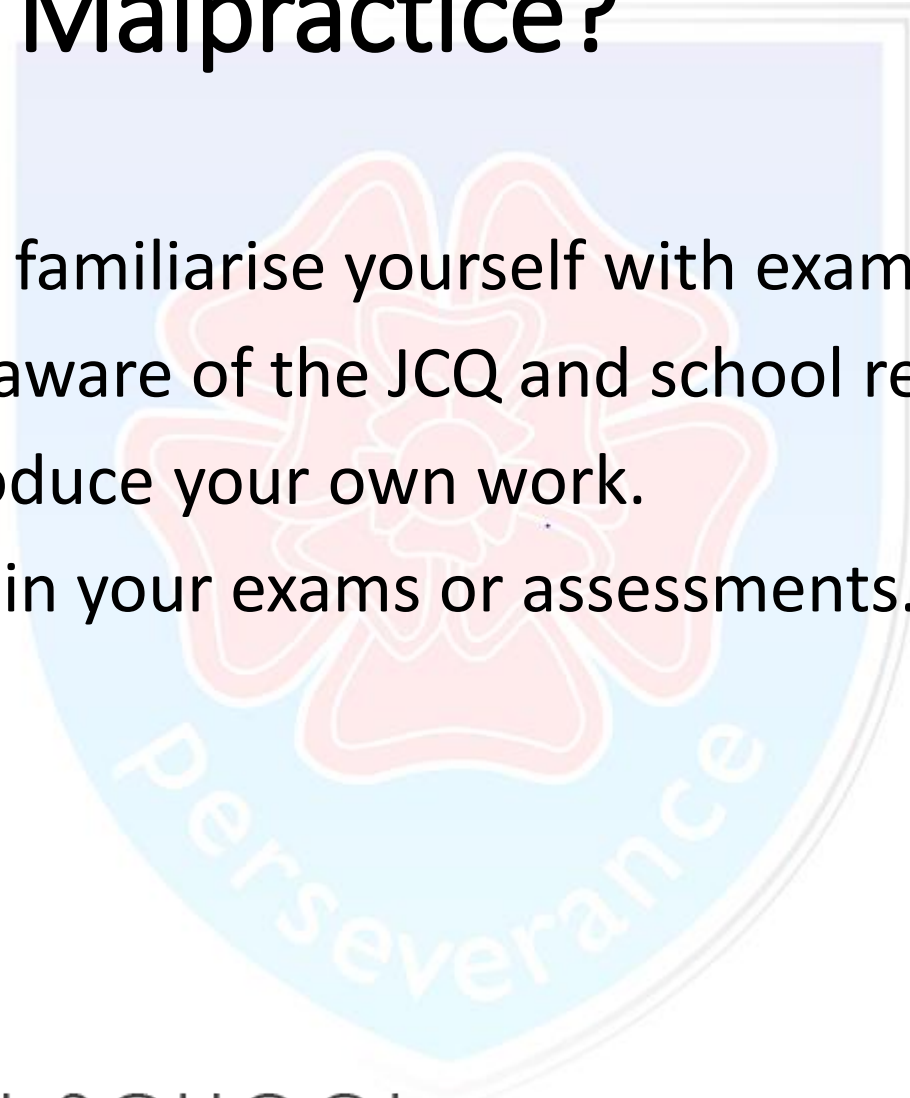
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How To Avoid Malpractice?

To avoid malpractice:

- Use mock exams to familiarise yourself with exam conditions.
- Make sure you are aware of the JCQ and school regulations.
- Ensure that you produce your own work.
- Do not try to cheat in your exams or assessments.



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What is Plagiarism?

Examples include:

- Copying word-for-word directly from another source without quotation marks and the proper referencing.
- Paraphrasing or translating work very closely without proper referencing.
- Using text downloaded from the internet, including social media.
- Resubmitting work previously submitted for another qualification or assessment.



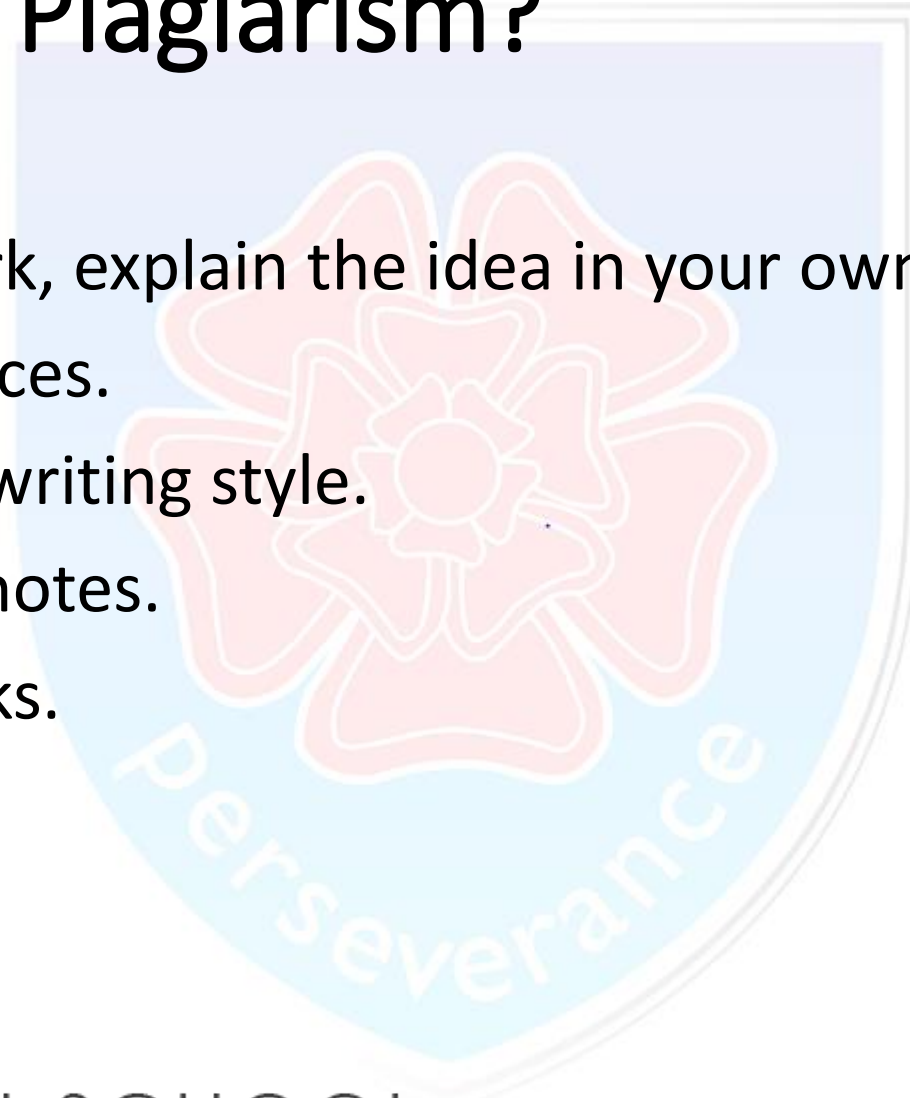
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How To Avoid Plagiarism?

To avoid plagiarism:

- Don't just copy work, explain the idea in your own words.
- Use a range of sources.
- Develop your own writing style.
- Keep good quality notes.
- Use quotation marks.



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What is Collusion?

Examples include:

- Submitting work completed in collaboration with another person as entirely their own with the intent to gain an unfair advantage.
- Collaborating with another person or third party when the assessment objectives require the work to be completed independently.
- Knowingly permitting another candidate to copy all or part of their work and submit it as their own.



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How To Avoid Collusion?

To avoid collusion:

- Know what is expected of you. If in doubt, or have any questions about your assessments, speak to your teacher, rather than other pupils.
- Avoid discussing the question(s) in detail with other students.
- Do not lend your work to other pupil.



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Social Media

- You should not upload or download any assessment related information to social media. This is collusion.
- If you upload your work and someone copies your work, you will be penalised as well as the person plagiarising your work!
- It is malpractice to attempt or to successfully exchange, obtain, receive (even if not requested) or pass on assessment related information.
- It is also malpractice to pass on rumours of exam content or failing to tell the school about any malpractice on social media.



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Penalties

- Written warning
- Loss of marks
- Disqualification from one or more units in one or more qualifications
- Disqualification from the whole qualification
- Disqualification from all qualifications
- Prohibition from completing any qualification for a set period of time.



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