

Good Academic Practice

Candidate Information



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What Is Good Academic Practice?

- Be Original: Your work must be your own ideas and words. It is okay to be inspired by others, but do not copy.
- Think for Yourself: Show your understanding by explaining things in your own way. Teachers want to see how you think and apply your knowledge to the task.
- Use Reliable Sources: If you research online or in books, choose trustworthy sources like textbooks, educational websites, or official publications.
- Always Credit Your Sources: If you use someone else's ideas, facts, or quotes, say where you found them. This is called referencing.
- Avoid Plagiarism: Copying someone else's work without credit is cheating. It can lead to serious consequences.
- Proofread Before You Submit: Check your work for errors and make sure it is clear, well-organized, and follows the guidelines.



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What Is Bad Academic Practice?

- Copying Someone Else's Work: Whether it is a friend, a website, or a book - passing it off as your own is plagiarism, and is not allowed.
- Using AI or Online Tools: These tools can help you learn, but letting them do the work for you is dishonest and is not allowed.
- Not Saying Where You Got Your Info: If you use facts, quotes, or ideas from somewhere else and do not reference them, that is not allowed.
- Getting Too Much Help: If someone else rewrites your work or gives you answers, it is no longer your own work and you will not get marks for it.
- Mixing Up Sources Without Thinking: Copy-pasting bits from different places without understanding them shows poor learning.
- Faking Data or Results: Making up information for science experiments or surveys is dishonest and unfair.
- Memorizing Without Understanding: Just repeating facts, without applying them to the case study or task, does not show real learning - teachers want to see your thinking.
- Bad academic practice is often caused by failing to understand what is expected and what is allowed/not allowed.
- If it is suspected that you are not following the rules, you will be investigated for Malpractice.



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What is Plagiarism?

Broadly speaking, Plagiarism is submitting work that is not your own.

Examples include:

- Copying another candidate's work.
- Resubmitting work previously submitted for another qualification or assessment.
- Using text copied from a book, the internet, or another source without quotation marks and proper referencing.
- Paraphrasing or translating work very closely without proper referencing.
- Using Artificial Intelligence software, or another third-party solution, to write the work for you.



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How To Avoid Plagiarism?

To avoid plagiarism:

- Do not just copy work word-for-word, you must explain the idea in your own words and apply it to the case study or task.
- Use a range of different sources.
- Ensure you add references your work to acknowledge that it is not your original contribution.
- Develop your own writing style.
- Keep good quality notes so you can look back at where you found the material.
- Use quotation marks.



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Referencing General Principles

- If you use any information that is not your own, you must provide a reference explaining where it came from.
- This information could be a quote, data or analysis.
- You will need to provide an 'in-text' reference to show where in your work you have used someone else's information.
- You will also need to provide a full reference list at the end of your work in A-Z.
- Failure to provide references is plagiarism.



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Referencing Printed Material

- For printed material (out of a book or magazine), your in-text reference should include the author's last name, year of publication and page number, for example:
 - 'Mr and Mrs Dursley, of number four, Privet Drive, were proud to say that they were perfectly normal, thank you very much' (Rowling, 1997, p.1).
 - Rowling (1997, p.1) said 'Mr and Mrs Dursley, of number four, Privet Drive, were proud to say that they were perfectly normal, thank you very much'.
- In your reference list, you would include the author's last name, and initials, the year of publication (in brackets) and the book name:
 - Rowling, J. K. (1997). Harry Potter and the Philosopher's Stone.



Referencing Web-Based Material

- For web-based material (from the internet), your in-text reference should include the author's last name, year of publication for example:
 - 'Extreme heat is breaking temperature records across Europe' (Niranjan, 2025).
 - Niranjan (2025) said 'extreme heat is breaking temperature records across Europe'.
- In your reference list, you would include the author's last name, and initials, the year of publication (in brackets) and the title of the webpage the web address, and date accessed:
 - Niranjan, A. (2025). Temperature records broken as extreme heat grips parts of Europe. <https://www.theguardian.com/environment/2025/aug/13/temperature-records-heatwave-europe-france-croatia-wildfires> (accessed 13 August 2025).



Artificial Intelligence Misuse

- Artificial intelligence, or AI, is technology that enables computers and machines to simulate human intelligence and problem-solving capabilities.
- You may have seen examples of AI software in the news or on social media.
- AI can be a useful tool; however, it is unlikely to produce a quality piece of coursework that will get you good marks.
- Furthermore, it is Malpractice to use an AI application to complete your coursework or non-exam assessment.
- The exam boards (and the school) will impose significant sanctions if you attempt to use AI to complete your coursework or non-exam assessments.
- Your subject teacher will monitor your work for evidence you have used AI.



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What is Collusion?

Examples include:

- Assisting another candidate in the production of their work (even if you do not study that subject).
- 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.
- Sharing your work (including your own research material) with other candidates.
- Knowingly permitting another candidate to copy all or part of their work and submit it as their own.
- Publishing your work (including on Social Media).



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How To Avoid Collusion?

To avoid collusion:

- Know what is expected of you (so you do not need someone else's help). 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.
- Do not post your work on social media.
- Keep it secure at all times.



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Sourcing Quality Information

You should ensure you source your information from good quality sources, such as:

- Textbooks and class notes
- Trusted sources: BBC News, BBC Bitesize
- Academic publications

You should ensure you source your information from good quality sources, such as:

- Wikipedia
- Personal Blogs / Opinion Sites / Forums
- Social Media



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Sourcing Relevant Information

You should ensure the information you source is relevant:

- Does the source answer the question?
- Is the source up-to-date?
- Is the source specific?

You should avoid irrelevant sources which are:

- Not related to the topic
- Old / dated / inaccurate
- Vague and do not answer the question



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Social Media

- You must 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 assessment content or failing to tell the school about any malpractice on social media.



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What are Assessment Offences?

Examples include:

- Plagiarism (see previous slides).
- Collusion (see previous slides).
- Misusing Artificial Intelligence.
- Failing to use the correct referencing style (where this is an assessment requirement).
- Being in possession of a mobile phone, a watch, air pods, or revision notes even if you do not intend to use them.
- Talking or communicating with other candidates whilst completing assessments.
- Including inappropriate, offensive or obscene material in your work.
- Obtaining, exchanging, receiving, or sharing details about the assessment (including attempts to do so), through any medium, regardless of whether the information is real or fake.
- Not making the school or the Awarding Organisations aware of where assessment material is being shared.
- 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 assessment.
- Failing to respond to school regulations in the completion of an assessment.



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How To Avoid Assessment Offences

To avoid Assessment Offences:

- Make sure you are aware of the JCQ and school regulations.
- Read the documents provided to you by your teacher.
- Ensure that you produce your own work.
- Ensure you reference other sources.
- Do not cheat in your exams or assessments: **you WILL be caught!**



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