

# YOUR COURSEWORK

what you  
need to know



 SQA



# your coursework

**This booklet tells you what you need to know about your coursework.**

It contains essential information and rules that you must read before you start producing your coursework, even if you have done coursework in previous years.

**It is important that you understand the rules.** They are there to make sure that coursework assessments are fair for everyone.

If you are not sure about the rules, speak to your teacher or lecturer. They will also be able to tell you what could happen if you break the rules.

You'll also find lots more helpful information at [www.sqa.org.uk/learners](http://www.sqa.org.uk/learners).



## additional support

If you need additional support, arrangements can be made to give you an equal chance to show what you know and what you can do. You don't need to ask us about these arrangements - your school or college will make them for you if necessary.

If you would like to know more about these arrangements, speak to your teacher or lecturer.



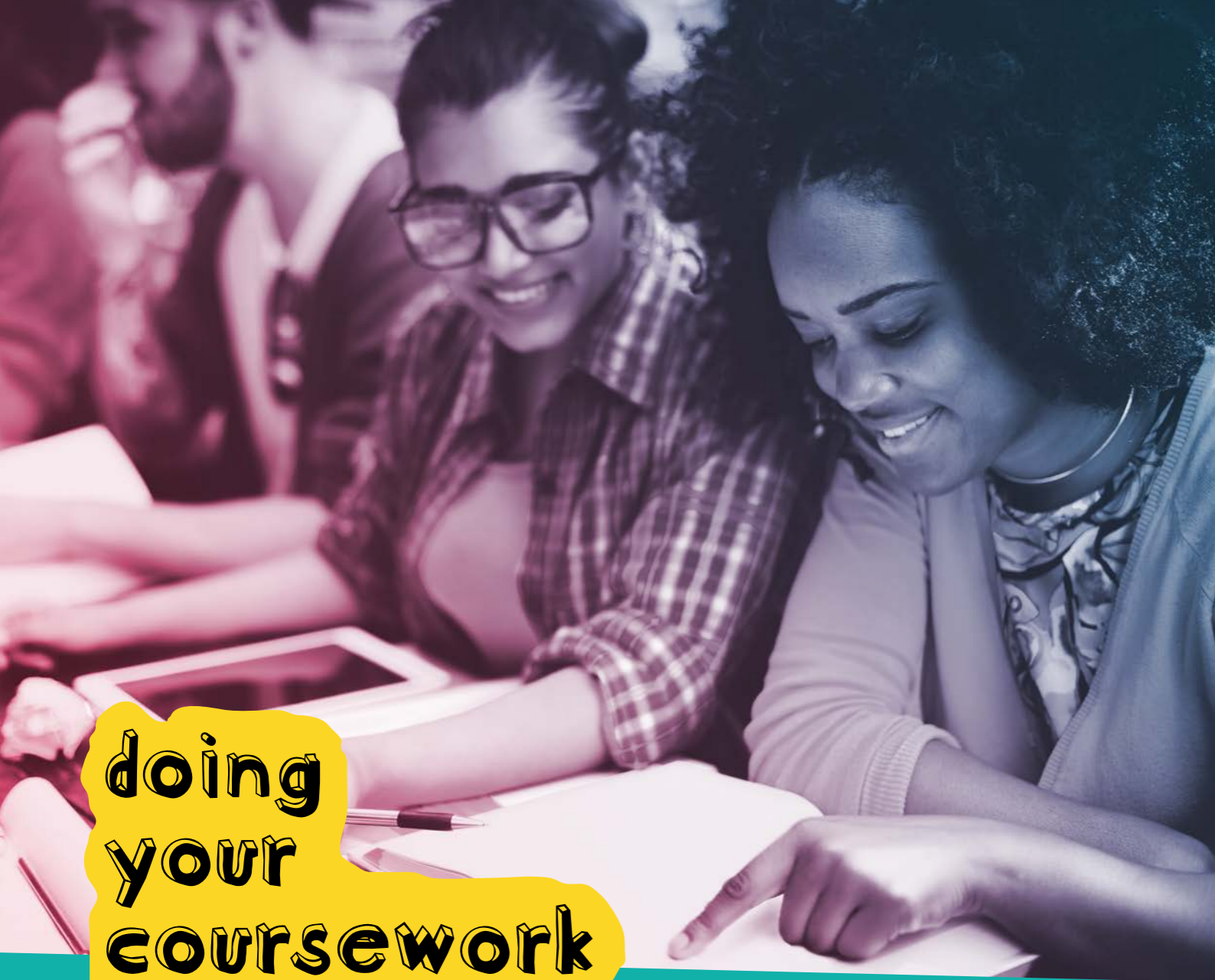
## what is coursework?

There are different types of coursework, including portfolios, projects and assignments. The type of coursework you do will depend on the particular course.

Coursework is your chance to show you know your subject and to gain marks that could make a big difference to your final grade.

Each piece of coursework will have different requirements - your teacher or lecturer will tell you about these.

You must complete your coursework in the same session as you sit any exams for the particular subject.



# doing your coursework

## Sources

You may be able to use lots of different sources – such as books, TV and the internet – to support your work. Using different sources is also a great way to learn.

It is important to know that you can't copy material from other sources and include it as if it were your own work. You must reference all the material you use from other sources so that it is clear what work is not your own.

Your teacher or lecturer can tell you how to do this, but here are a few pointers:

- Use 'quotation marks' around any text that has come from other sources, and clearly identify where that text comes from.
- You also need to reference any diagrams or illustrations you've used from other sources.
- Create a bibliography (a list of references you have used) if you need one. This will go at the end of your work.



## Plagiarism

You must not pretend that other people's work is your own. Passing off other people's work and ideas as your own is called 'plagiarism', and it's cheating.

If you don't reference sources as explained above, that's also plagiarism.

It's not your own work if:

- all or some of it has been produced, or worked on, by someone else
- it has been done by someone who has produced similar coursework in the past
- it's example work that's been prepared by your teacher or lecturer, or
- you've copied it from a book, a website or an essay bank without trying to put it in your own words.





## Collusion

Working with others when you should be working alone is called 'collusion'. This applies to giving help, getting help, and sharing passwords, files and paperwork.

Everyone involved in collusion is breaking the rules – not just the person who has asked for help. If another candidate (for example, someone in your class) asks you for help, you should tell them to speak to the teacher or lecturer.

If you are working as part of a group (for example, on a group project), you must make sure that the written work you provide as part of the group work is your own.

If you are having difficulty with coursework, you will get the best advice from your teachers and lecturers.

## Language and writing

Everyone doing coursework is expected to show respect to other candidates, teachers, lecturers, markers and anyone who works for us, SQA. Don't include rude, abusive, offensive or discriminatory language or images in your work – if you do, markers will investigate.

Remember that written coursework must be legible. Markers will do their best to read your work, but they might not be able to award marks if your writing is difficult to read.



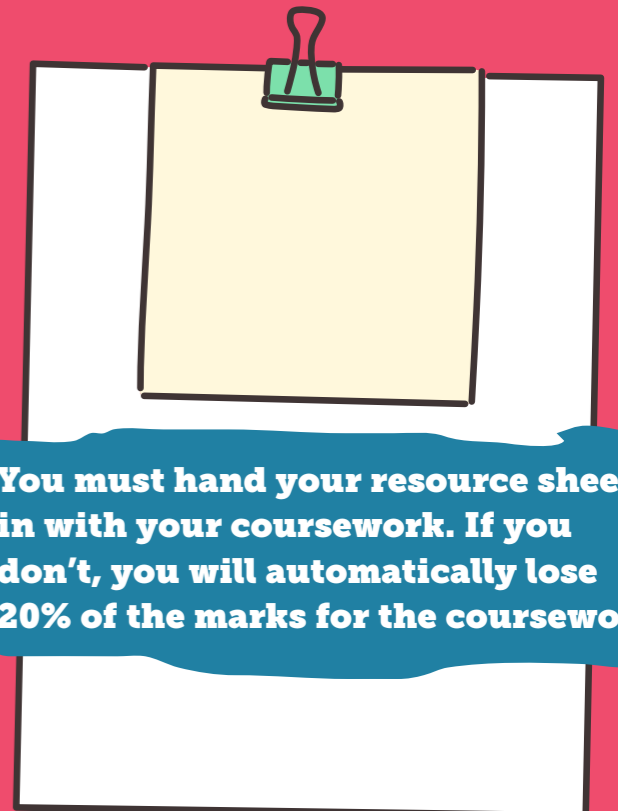
## Word count

If your coursework states a minimum or maximum word count, you must stick to it. You might be penalised if you don't. See 'What if I break the rules?' on page 10 for more information.

## Resource sheets

Some types of coursework are completed in controlled conditions where you will need to use a resource sheet (also known as 'research sheets' or 'processed information sheets'). If you are not sure whether you will need to use a resource sheet, speak to your teacher or lecturer.

If you need to use a resource sheet, it's really important that you know the rules on how to use it as you could lose marks if you do not use it correctly.



**You must hand your resource sheet in with your coursework. If you don't, you will automatically lose 20% of the marks for the coursework.**



**don't risk it**

### Spotting plagiarism and collusion isn't difficult

- Teachers and lecturers are familiar with your work and can spot changes in your writing style and the language you use.
- Markers know their subject inside out, so they're familiar with lots of sources.
- We use software that identifies plagiarism and collusion. This software matches copied phrases and text with the sources they've been taken from.

# handing in your coursework

## Check your work

Before you hand in your coursework, you must look over it and check that:

- everything is your own work, and you have properly referenced all sources of information, diagrams or illustrations you have used
- there is no rude, abusive or offensive language or images
- you have completed your coursework in line with the instructions your teacher or lecturer gave you.

## Deadlines

It's important that you hand your work in on time.

Deadlines will be set by your teacher or lecturer, and it's up to you to make sure you meet them. The best way to do this is to aim to hand your work in before the deadline.

Don't panic if you are struggling to meet a deadline. Talk to your teacher or lecturer to see what they can do to help.

## Declaration

Before your school or college send your coursework to us for marking, they will give you a declaration to sign. It's really important that you understand the declaration, as shown below. If you're not sure about anything, ask your teacher or lecturer.

I confirm that:

- I have read SQA's Your Coursework booklet and I understand its contents
- I understand that SQA may impose penalties on candidate awards where the rules in the Your Coursework booklet have not been followed
- the coursework submitted with this declaration is all my own work with all sources of information clearly identified and acknowledged
- where I have used a resource sheet, I have submitted it along with my coursework
- I understand that this coursework will be submitted to SQA for marking

**Note: If you plan to publish or share your work online, you must discuss this with your school or college.**





## what if i break the rules?

Breaking these rules can have serious consequences. If an investigation finds you've broken any rules, there may be a penalty.

Any penalty will depend on how serious the matter is.

The range of penalties includes the following:

- Your marks can be reduced, or you can be awarded zero marks.
- Your qualification for that subject can be cancelled.
- All of your qualifications for the entire year can be cancelled.

If you stick to the rules and do the right thing every step of the way, you won't need to worry about these penalties.

Everyone wants you to enjoy your courses and do well. Remember that your teachers and lecturers are there to help you and you can always ask them for advice.

## DO'S & DON'TS

### REMEMBER

✓	<b>DO</b>	all the work yourself.
✓	<b>DO</b>	properly reference all sources.
✓	<b>DO</b>	check your work before handing it in.
✓	<b>DO</b>	hand your work in on time.
✓	<b>DO</b>	hand in any resource sheet you have used.
✗	<b>DON'T</b>	copy someone else's work.
✗	<b>DON'T</b>	use rude, abusive or offensive words or images.

