

BGCSE EXAMINATION
NOTICE TO CANDIDATES
COURSEWORK

This notice has been written to help you. Read it carefully and do what you are asked. If there is anything that you do not understand consult your teacher.

A. REGULATIONS

1. All work which you submit for assessment must be your own work.
2. If you have quoted directly from books or some other sources you must state which source you have used using established methods of footnoting. ***Failure to give credit to your source is plagiarism and you will be penalized for this.***
3. If you have had any help other than your teacher/tutor, you must tell your teacher. Your teacher will be required to record full details of the nature of the assistance given to you.
4. If you copy from another candidate, or let another candidate copy from you or cheat in any other way you may be disqualified, at least from the subject concerned.
5. You may be required to sign a Cover Sheet to say that you have read and understood the regulations and that your coursework is your own apart from any help given which would be stated on the Cover Sheet.

B. ADVICE

1. **Keep up to date with the deadlines which your teacher set for you.** You should not leave your coursework to the last minute. Your teacher's deadline will always be in advance of the deadline set by the Examination and Assessment Division as he/she must mark all coursework before it can be submitted to the Examination and Assessment Division.
2. Always keep your coursework safe so that it can be inspected when required.
3. **Ask for special help with coursework if you need it.** Remember that if extra help is given, it could affect your final coursework mark.
4. If you have been absent from school and missed some work, ***it is your responsibility to seek out your teacher to get the work.*** You should not borrow work from another candidate without asking your teacher.

ALWAYS REMEMBER YOUR COURSEWORK MUST BE YOUR OWN!