



Friday 02 October 2020

**Important Information: Notice to Candidates – Plagiarism**  
**GCE, GCSE ELC, Functional Skill's & Project Qualifications – Coursework Assessment**  
**AND Non-Examination Assessments**

Dear Student,

On behalf of the Joint Council for Qualifications and the examining boards AQA, CCEA, Edexcel, OCR and WJEC, I am required to bring the above information to your attention.

The information can be found on the school website at <https://www.guiseleyschool.org.uk/parents-carers/exams>.

The exam board documents tell you about some things that **YOU MUST** & **MUST NOT DO** when you are completing your work, and coursework.

In addition I have asked your Form Tutor to display this information in your form room. **PLEASE TAKE TIME** to read and understand this important information and you can ensure that you follow the regulations at all times.

Taking someone else's words, thoughts or ideas and trying to pass them off as your own is known as *PLAGIARISM*. It is a form of cheating which is taken very seriously, and the penalties are severe. Those penalties are clearly listed on both of the attached Notices to Candidates

*\*\*When you submit your work/coursework for marking, you will be asked to sign and authentication statement confirming that you have read and followed these regulations. \*\**

**REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.**

If you have any questions or concerns about this very important area of your school studies, please ask your teacher, or call at reception and ask to speak to myself.

Thank you for your attention.

***Yours sincerely***

**Mr R J Allen**  
**Examinations Officer**  
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