

AQA City & Guilds CCEA Edexcel OCR SQA WJEC

**Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC**

## **Notice to Centres**

### **Teachers sharing controlled assessments and coursework with candidates**

The Joint Council for Qualifications (JCQ) wishes to encourage good teaching practice wherever possible and agrees that the sharing of exemplar controlled assessments or coursework with candidates can foster this. In accordance with the JCQ document *Plagiarism in assessments: guidance for teachers/assessors* the safe keeping of work undertaken in previous years' examinations by other students is of great importance. The issue of such work to candidates for reference purposes should be carefully monitored to ensure that it is not submitted as their own for a current assessment.

The sharing of exemplar controlled assessments or coursework with candidates **must** be done under closely controlled and supervised conditions.

**It is the responsibility of centres to keep live controlled assessments and candidates' coursework secure and confidential at all times whilst in their possession.** It is not acceptable for teaching staff to share live controlled assessments or coursework with candidates.

(Live controlled assessments or coursework is defined as any controlled assessment or coursework on a topic which has been set either by an awarding body or the centre for a current or future examination series. The work may have been completed in a previous year or is in preparation for the present or future series.)

**Additionally, an opportunity should be taken to warn candidates that the copying of any controlled assessment or coursework in order to present it as their own constitutes malpractice.** Teaching staff should also check that candidates have heeded this advice when presenting their work for assessment. Where candidates have failed to grasp this particular point, and more generally the rules with regard to plagiarism, **teachers must refer to Chapter 6 of the JCQ publications *Instructions for conducting controlled assessments or Instructions for conducting coursework*, as appropriate.**

Unless an awarding body's specification says otherwise, candidates should be warned that it is not permissible to share their work with each other and to do so would constitute candidate malpractice. Teachers **should not** encourage candidates to help out other candidates (e.g. who may have been absent) by showing them their controlled assessment/coursework.

Within any limits prescribed by the specification, joint work by two or more candidates is acceptable so long as it is specifically authorised by the centre and the contribution of each candidate is clearly identified. For example, if candidates worked as part of a group on an assignment undertaking field research, each candidate must write up his/her own account of the assignment. Even if the data the candidates have is the same, the description of how the data was obtained and the conclusions drawn from it must be in each candidate's own words.

Exemplar material produced by an awarding body should be used by teachers in accordance with the awarding body's instructions. If teachers are in any doubt, they should contact the awarding body for subject specific advice and guidance.