

Notice to examination candidates

- 1 Candidates are required to submit this completed reporting booklet and to certify that all submitted material is their own individual work by signing the register of practical coursework. Failure to comply fully with these requirements will result in the loss of some or all of the marks associated with the assessment of their coursework.
- 2 In respect of Coursework A activities, candidates must enter a tick (✓) in the appropriate checklists in the case of each mandatory investigation/experiment and associated report that has been completed. Where a candidate has not completed a mandatory investigation/experiment and the associated report no tick or mark should be entered opposite that item in the checklist. Where a candidate has not completed all of the mandatory activities, alternative syllabus experiments or investigations that have been completed – and for which a record has been maintained – may be indicated on the relevant checklist. This provision is limited to a maximum of two alternatives in each section.
- 3 Candidates must submit their completed Science Investigation Reports to their school authorities by the specified date.
- 4 The report - based on the selected investigation topics - must be completed in the Reporting Booklet, using the prescribed structure.
- 5 The written element of your Report on each investigation should not exceed a total length of 1000 words. You may in addition, of course, also draw graphs or diagrams in the appropriate spaces. **Do not insert or affix any extra material – paper or otherwise.** Examiners will mark only what is presented on the pages of the booklet itself.
- 6 The Investigations and Report must be completed under the supervision of a teacher. If the coursework is not completed under a teacher's supervision, she/he will not be able to validate the work as being your own individual work when requested by the State Examinations Commission to do so.
- 7 All secondary sources used [books, journals, web-sites, etc] must be duly acknowledged.
- 8 It is recognised that in some instances investigations may have to be undertaken in small groups. However, the report must in every case be the individual's own work. Direct copying of material from secondary sources – other than essential references, e.g. definitions - is not permitted. Where there is evidence of collaboration or copying in the reporting of any aspect of an investigation, the report presented will be deemed invalid.
- 9 In instances where a report cannot be authenticated as a candidate's own work, the State Examinations Commission will take appropriate action. This often results in the work presented being deemed invalid and marks awarded in respect of it being discounted when determining the overall examination result.
- 10 Any incidence of suspected copying, improper assistance from another party, plagiarism or procurement of work prepared by another party will be thoroughly investigated. Candidates are liable to having penalties imposed as provided for in the Rules and Programme for Secondary Schools. The penalties include loss of the subject, loss of the entire examination in all subjects, or being debarred from the Certificate Examinations in subsequent years. There may be serious consequences for any other party involved in improperly assisting a candidate, as the Education Act 1998 provides for certain criminal offences in relation to the conduct of the examinations. Teachers and the authorities of schools are familiar with the detailed requirements to ensure that practical work is valid for examination purposes. Candidates should comply fully with all requests which are made and which are designed to enable authentication of their work.
- 11 Remember: responsibility for complying with the examination requirements rests with you, the candidate. If the requirements are not followed, your teacher and the school authority will have no choice but to bring this to the attention of the State Examinations Commission.