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KEY STAGE 4 NEWSLETTER – SPRING TERM 2010

Dear Pupils and Parents of Years 10 and 11

This is an important time for both senior Year Groups.

Coursework

As Year 11 are now putting the finishing touches to their coursework and portfolios and, in many subjects, Year 10 are already working on their Controlled Assessments, we would like to draw your attention to the following extract from the Joint Council for Qualifications advice to Candidates.

"The regulations state that: The work which you submit for assessment must be your own. You must not copy from someone else or allow another candidate to copy from you."

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words.

A reference should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29). For material taken from the Internet, your reference must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>)

You must also include a bibliography at the end of your work, which lists the full details of publications you have used to research your project, for example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

If you receive help and guidance from someone other than your teacher, tell your teacher who will record the nature of the assistance given to you. If you worked as part of a group on a project, for example, undertaking field research, you must each write up your own account of the project. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

Don't be tempted to use essays from online essay banks - this is cheating. Electronic tools can detect this sort of copying.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, you will be committing plagiarism - and that's cheating.

Departments are embarking upon revision programmes and guidance on exam technique and exam question practice, all of which will focus upon ensuring that students achieve the GCSE results of which they are capable.

Our best wishes go to the pupils and, of course, the parents/guardians, who will be supporting and encouraging their sons and daughters at this demanding time.

Controlled Assessment (Year 10)

Year 10 will again be working towards and completing Controlled Assessments in several subjects this term. The timetable is on the School website and parents are asked to make sure that, unless they are ill, pupils are in school for these.

Year 11 attended a most successful "Prom" marking the period leading into GCSE preparation and revision. Pupils have had the opportunity to pick up their individual exam timetables and the final details regarding the arrangements for the examination period have been sent to all parents/guardians of Year 11 and discussed with pupils. Already many Departments have been offering "extra" workshops after school and during lunchtime where pupils are being supported with revision and coursework.

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