

**This notice has been produced on behalf of:**

**AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC**

### **Notice to Centres**

**GCSE, GCE, ELC, Functional Skills, Principal Learning in the Diploma and Project Qualifications: Coursework Assessments held during the period 1 September 2008 to 31 August 2009**

### **Authentication of Candidates' Work**

#### **1. Background**

- 1.1 Following the review of GCE and GCSE coursework arrangements undertaken by QCA in 2005, subsequent *Codes of Practice* have been strengthened to clarify the responsibilities of the awarding body, of the centre and of the candidate, relating to the authentication of candidates' work.

#### **2. Code of Practice**

- 2.1 Paragraph 5.13 of the 2008/9 *Code of Practice* states that:

*"The awarding body must require centres to obtain from each candidate a signed declaration that authenticates the work they produce for internal assessment as their own. A mark of zero or absent must be recorded if a candidate cannot provide confirmation of the authenticity of the work they have produced for internal assessment."*

- 2.2 The content of the above paragraph, as well as the action that must be taken if authentication cannot be provided, should be drawn to the attention of teachers and internal assessors who are responsible for the supervision and authentication of candidates' work. Candidates themselves should have been made aware that they are responsible for ensuring that the work submitted for assessment is their own. The *JCO Notice to Candidates, GCSE, GCE, ELC, Functional Skills, Principal Learning in the Diploma and Project Qualifications: Coursework Assessments*, which is circulated each September, at the start of the academic year, and posted on the JCO website ([www.jcq.org.uk/](http://www.jcq.org.uk/)), provides instructions and guidance.
- 2.3 Centres are also reminded of the *Code of Practice* requirement to show how credit has been assigned in relation to the criteria defined in the specification.

### 3. Authentication Forms

- 3.1 Authentication forms are provided by each awarding body either in a generic or subject-specific format. If a teacher feels unable to authenticate the work of a particular candidate, then that candidate's work cannot be accepted for assessment. A mark of zero should be recorded on the optical mark sheet or encoded on the EDI file.
- 3.2 If irregularities in coursework are discovered **prior** to the candidate signing the declaration of authentication, this should be dealt with under the centre's internal procedures and need not be reported to the awarding body.
- 3.3 If irregularities in coursework are identified by a centre **after** the candidate has signed the declaration of authentication, the head of centre **must** submit full details of the case to the relevant awarding body at the earliest opportunity. Guidance is provided in the JCQ booklet *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* together with Form JCQ/M1. Copies of this booklet can be found on the JCQ website ([www.jcq.org.uk/](http://www.jcq.org.uk/)).
- 3.4 In accordance with the *Code of Practice*, awarding bodies will not be able to accept marks where authenticity has not been confirmed by both the teacher and the candidate.
- 3.5 If, during the external moderation process, there is no evidence that the work has been properly authenticated the awarding body will set the associated mark(s) to zero.

### 4. JCQ Documents – Further Information

- 4.1 As well as the two JCQ documents mentioned (*Notice to Candidates GCSE, GCE, ELC, Functional Skills, Principal Learning in the Diploma and Project Qualifications Coursework Assessments* and *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*), the attention of teachers and assessors responsible for the assessment of coursework is drawn to the JCQ booklet *Instructions for conducting coursework* and *Plagiarism in Examinations: Guidance to Teachers/Assessors* which are also posted on the JCQ website ([www.jcq.org.uk/](http://www.jcq.org.uk/)).

Please note that all enquiries about the administrative procedures to be followed during the submission of coursework samples and marks should be addressed to the individual awarding body concerned.