

INFORMATION FOR STUDENTS NON-EXAM ASSESSMENTS

OxfordAQA

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This document tells you about some things that you must and must not do when you are completing your work. When you submit your work for marking, you will need to sign an authentication statement confirming that you have read and followed the regulations. This statement will be on your Candidate Record Form (CRF), production log or progress diary.

If there is something that you do not understand, you must ask your teacher.

Preparing for your work

- If you receive help and guidance from someone other than your teacher, you must tell your teacher who will record the assistance given to you.
- If you worked as part of a group on an assignment, for example undertaking field research, you must write up your own account of the task. Even if the information you have is the same, you must describe in your own words how that information was found. You must draw your own conclusions from the data.

Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

- Take care of your work and keep it safe. Do not leave it unattended where your classmates can find it.
- Do not share it with anyone. This includes posting it on social media. You must always keep your work secure and confidential.
- If it is stored on the computer network, keep your password secure.
- If printed, collect all copies from the printer and destroy those you do not need.
- Do not copy answers from online sources or tools – that is cheating. Our systems can detect this kind of copying.
- You must not write inappropriate, offensive or obscene material.
- You must meet the deadlines that your teacher gives you.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased.

You must take care how you use this material - you cannot copy it and claim it as your own work. Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject.

When producing a piece of work, 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 known as **referencing**. The breakdown below shows how to reference from different sources:

Book or journal

You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number.

For example: Morrison, 2000, p29.

Internet

For material taken from the internet, your reference should show the date when the material was downloaded and 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://news.bbc.co.uk/onthistday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

Computer-generated content

Where computer-generated content has been used (such as an AI chatbot), your reference must show the **name of the AI tool used** and should show the date the content was generated.

For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026.

You should also reference the sources used by the AI tool in generating the content.

You must retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it.

This must be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

Bibliography

You may be required to include a bibliography at the end of your piece of written work.

Your teacher will tell you whether this is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to.

For example: Curran, J. Mass Media and Society (Hodder Arnold, 2005). If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and pretending they are your own. It is a form of cheating which is taken very seriously.

It could also include AI-produced material. There are many ways to detect plagiarism:

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be very familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

If it is discovered that you have broken the regulations, one of the following sanctions will be applied:

- zero marks awarded for your work;
- disqualification from that component for the examination series in question;
- disqualification from the whole subject for that examination series;
- disqualification from all subjects and barred from entering again for a period of time.

OxfordAQA will decide which sanction is appropriate.

REMEMBER – THIS IS YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.