

8th September 2008

Dear Parent/Carer

GCSE Design & Technology Coursework Deadlines

As this is the final year of the GCSE examination we would like to draw your attention to the following points in relation to Design and Technology.

All GCSE pupils have access to assessment criteria and coursework guidance. The coursework guidance gives general advice and details the requirements of each deadline. The final deadline for coursework in Design Technology is:

Friday February 27th 2009 – 4.00 p.m.

If a candidate fails to meet deadlines, the extra time they have to complete the work must be declared to the examiner and may affect their final grade. It is hoped that this new approach will enable candidates to work more consistently avoiding last minute panics and clashes with other subjects.

Please note that penalties may be imposed as a result of plagiarism during exams:

‘Defining plagiarism

6. There are many definitions of plagiarism, but they all have in common the idea of taking someone else’s intellectual effort and presenting it as one’s own. The Joint Council’s Guidelines for Dealing with Instances of Suspected Malpractice defines plagiarism as: “The failure to acknowledge sources properly and/or the submission of another person’s work as if it were the candidate’s own.”

7. Mostly, plagiarism refers to copying from published texts whether these are in print or on the internet, but it can also refer to copying from manufactured artefacts, or essays or pieces of work previously submitted for examinations.’

Taken from the Joint Council for Qualifications publication – Plagiarism in Examinations – Guidance for Teachers/Assessors – Produced on behalf of AQA, CCEA, City and Guilds, Edexcel, OCR and WJEC.

Yours sincerely

C Jeffcoate
Head of Design & Technology

Return to: Mr C Jeffcoate, Design & Technology

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NAME OF PUPIL: _____ **FORM:** _____

I acknowledge receipt of your letter of 8th September 2008.

Signed:.....(parent/carers) Date:.....