

## Educational Services

**Head Teacher: Mary Byrne**

Kyle Academy  
Overmills Road  
AYR  
KA7 3LR  
Tel: 01292 612338  
Email: [kyle.mail@south-ayrshire.gov.uk](mailto:kyle.mail@south-ayrshire.gov.uk)



Our Ref: LG/EMcK  
Date: 22<sup>nd</sup> August 2023

Dear Parent/Carer,

### SQA Coursework 2023-24

This session, SQA is reintroducing coursework to its National Qualifications for the first time since Covid. Coursework provides pupils with the opportunity to show how well they can apply their subject skills and knowledge. There are different types of coursework including portfolios, projects, assignments and individual performances. The type of coursework completed is specific to each subject.

### Preparing for Coursework

Teaching staff will inform pupils about the resources they can use to help them prepare for the coursework. **It is important that work is carried out on their own.**

SQA describe examples where work would not be considered to be the pupils' own work. This is called plagiarism.

- **All or some of the work has been produced, or worked on, by someone else**
- **It has been done by someone who has produced similar coursework in the past**
- **The work is copied from a book, a website or an essay bank without trying to put it into their own words.**

### AI Generated Resources

Recently, SQA have communicated with all Scottish schools about a number of Artificial Intelligent (AI) sites that some pupils are accessing to support the completion of coursework. Unfortunately, some pupils are copying the information straight from the AI sites. Where this is the case and there is evidence following an investigation to prove it is not the pupils' own work, the school will follow SQA guidelines on plagiarism (see the consequences below).

### Collusion

Pupils colluding with each other, working with others when they should be working alone, is another area that pupils must be aware of when completing their coursework. It is always best for pupils to check with their class teacher if they are unsure of the conditions that the coursework should be completed.

### What happens if the rules are broken?

Breaking the rules can have serious consequences. If an investigation finds a pupil has broken any rules, there may be a penalty.

The range of penalties includes the following:

- **Your marks can be reduced, or you can be awarded zero marks.**
- **Your qualifications for that subject can be cancelled.**
- **All of your qualifications for the entire year can be cancelled.**

If pupils follow the rules, they do not need to worry about these penalties.

Please refer to appendix 1, this provides information on coursework for each subject and the weighting it has on the overall award. An approximate deadline is also included, although these can change. This information should support your child to plan their study.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lee Gardner', written in a cursive style.

**Lee Gardner**  
**Depute Head Teacher**