

**The following is an extract from circular S83/07;**

**Importance of ensuring that the Reporting Booklet is the candidate's own individual work -**

The investigation(s) and report(s) presented in Reporting Booklet must be the candidate's own individual work.

Completed reporting booklets will be accepted for assessment only if the school authorities have certified on forms to be provided by the Commission, that they are the candidates' own individual work.

Any incidence of suspected copying, improper assistance from another party, plagiarism or procurement of pieces prepared by another party will be thoroughly investigated. Candidates should be advised of the penalties that may be applied under the Rules and Programme for Secondary Schools, which range from loss of the subject to loss of the entire examination in all subjects, to being debarred from the Certificate Examinations in future years.

It is recognised that in some instances the investigations may be undertaken in small groups. However, the report must in every case be the individual's own work. The candidate's own individual contribution must be clearly identified in the booklet. It is the responsibility of each candidate in the group to ensure that his/her work is clearly presented. Direct copying of material from secondary sources – other than essential references, e.g. definitions - is not permitted. All secondary sources used (books, journals, websites etc.) must be duly acknowledged.

Reporting Booklets should be completed by 25 April 2008. On the date of completion each candidate should be instructed to place his/her completed Reporting Booklet into a candidate envelope, which the Commission will provide. The candidate will be required to put his/her candidate number on the cover of this envelope. Additional drafts of the report(s) on Coursework B or laboratory notebooks pertaining to Coursework A should not be included in the candidate envelope. The envelope when sealed should be handed by the candidate to the school authorities.