



Plagiarism Policy

Rationale

In recent years the spread of internet access and resources and of electronic work preparation programmes such as word processing and DTP packages has led to an increased incidence of students plagiarising work and representing it as their own for coursework purposes. This policy sets out to ensure that students do not jeopardize their achievements and their future by resorting to plagiarism.

Objectives

- To give a clear definition of what constitutes plagiarism as a reference point for teachers, parents and students.
- To identify strategies to help students avoid accidentally or deliberately committing acts of plagiarism.
- To assist teachers in identifying examples of plagiarised work.
- To set out the procedures to be followed where a case of plagiarism has been identified.

Definition

Plagiarism can be defined as taking someone else's work and submitting it as if it were one's own work.

Plagiarism takes two basic forms:

1. Work submitted for assessment by a student as his or her own, but which was originally created by another person, or where the work was created by more than one person, but is submitted as if it were the work of that sole individual.
2. Copying of material from other sources (books, computer files and formats, or other communications media) which is included in any work submitted for assessment, where there is no identification of and no acknowledgement of the original source.

Plagiarism can be present in work submitted in any medium – written essay/report/project, video/film, performance, artefact.

Examples of Plagiarism

1. Failing to provide clear and precise references, footnotes or a bibliography for material used in assignments. Apart from short extracts, with appropriate references to their sources, students must not reproduce text, diagrams, drawings, tables or photos lifted wholly from books, articles, the internet or other electronic sources produced by other persons. Where a student has summarised someone else's ideas or arguments, there must be a full reference to the source of the material. The Joint Council for Qualifications describes 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'
2. Cyber-plagiarism. This is the wholesale downloading of information from the Internet and its inclusion in assignments without acknowledgement or reference. It can take three main forms:
 - Unintentional cyber-plagiarism where, students fail to reference properly work downloaded from the web.
 - Deliberately cutting and pasting web text without reference, which the student then submits as his or her original work.
 - Use of "cheat sites" or "essay banks" or "on-line notes sites" and submitting the work as the student's own original work.
3. Collusion. Except where group assignments/work is a specific requirement, any work submitted by individual students must be wholly their own work and must not have been produced as a result of undue collaboration. Each individual's work within a group task must be clearly identifiable.
4. Theft. The theft of work in published or electronic format by one student from another student (current or past) and the submission of that material as one's own is plagiarism.

The notice from the Joint Council for Qualifications attached as an Annexe to this policy provides further examples and guidelines.

Procedures for dealing with plagiarism

Where a department suspects plagiarism, the Subject Leader will ensure that a thorough investigation is carried out. If the Subject Leader is satisfied that plagiarism has taken place, the relevant Year Director or Assistant Director will be contacted. They will check whether the issue is a first offence. The incident will be recorded as a SIMS Behaviour Log.

Parents of students who are suspected of extensive plagiarism must be informed in writing by the teacher and given a chance to respond to the allegation.

Where a student admits to plagiarism, the teacher(s) will suggest a penalty in line with the college scale of penalties (see below). The student will be informed of this decision in writing and a note of the incident placed on the student's file.

If a student who is accused of plagiarism does not admit to it, the work will be examined by other members of the department. If plagiarism is confirmed, the same penalty procedure will be followed. In this case, the file note will also include information about the denial of plagiarism.

The student has the right to appeal against any decision and details of the appeals procedure may be found below.

Penalties

For first breaches

Where a Subject Leader is satisfied that plagiarism has occurred:

- Student and parents will be informed in writing of the conclusion, punishment, and future consequences. The letter will also inform the student of the formal Appeals Procedure.
- The student will be given a verbal warning by the Year Director or Director of Post-16 (as relevant).
- The work in question will be retained by the college, but cannot be submitted by the student in any coursework capacity.
- The student will be given the opportunity to submit a completely new piece of work by a reasonable, specified date.
- The Examinations Officer and the student's other subject teachers will be informed in order that they can check future coursework.
- In the case of Post 16 students, the EMA Bonus Payment, where applicable, may be withheld.

For subsequent breaches

Where a Subject Leader is satisfied that plagiarism has occurred:

- Student and parents will be informed in writing of the conclusion, punishment, and future consequences. The letter will also inform the student of the formal Appeals Procedure.
- The work in question will be retained by the college, but cannot be submitted by the student in any coursework capacity.
- The examination board will be informed and will impose their own penalties, which can range from loss of marks in the unit, to the student being banned from taking any examinations, under any examination board for five years.

- The school reserves the right to impose its own punishment which will generally include loss of marks for the module. However, in serious cases students in Post 16 may be permanently excluded and KS4 students warned that a further plagiarism will debar them from continuing on Post 16 courses at Rawlins.
- In the case of Post 16 students, the EMA Bonus Payment, where applicable, will be withheld.

Appeals Procedure

Students have the right to make a formal appeal against any accusation of plagiarism.

In the first instance, the student should speak to the member of staff involved (the subject teacher or Subject Leader) to discuss the concerns. If this does not resolve the issue, the student should then contact their Year Director or the Director of Post 16 (as relevant) who will arrange and chair a meeting for the student with the relevant Subject Leader.

If a student is still not satisfied they can make a formal appeal against the decision.

- Any appeal must be made in writing to the Principal within 14 days of the Year Director and Subject Leader considering the case.
- The Principal will be given a copy of the appeal and should respond in writing. A copy of the response will be given to the student.
- If the student is not satisfied with this response they can request a personal hearing.
- The panel for the hearing will generally consist of one senior member of staff and two governors, who have not previously dealt with the case.
- The hearing will allow the student to be accompanied by a friend/carer, although legal representation is not considered appropriate. The student will also be offered the chance for their Tutor, Year Director, or other relevant member of staff to accompany them.
- Both parties will be given opportunity to present their case.
- The student will be informed in writing of the panel's decision.

Further Information

See the college VLE for further guidance and details of how to avoid plagiarism.

Annexe

- Notice from the Joint Council for Qualification (JCQ).
- Sample letters see Appendix 1 and Appendix 2

Annexe

Sample letters
How to avoid plagiarism
JCQ Regulations and advice



**This notice has been produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC
Notice to Candidates
GCSE, GCE, GNVQ and ELC Coursework/Portfolio Assessments
This leaflet tells you about some things that you must, and must not, do when
you are completing coursework.
Before you submit any coursework for marking, you will be asked to sign an
authentication statement confirming that you have read and followed these
regulations.**

If there is anything that you do not understand, you must ask your teacher or lecturer. Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and the world wide web. Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

The regulations state that:

**The work which you submit for assessment must be your own.
You must not copy from someone else or allow another candidate to copy from
you.**

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 called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference should show the name of the author, the year of publication and the page number: For example: (Morrison, 2000, pg.29.)

For material taken from the internet, your reference 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://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>)

You must also include a bibliography at the end of your work, which lists the full details of publications you have used to research your project. For example:
Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, you will be committing plagiarism — and that's cheating.

Preparing your coursework — good practice

If you receive help and guidance from someone other than your teacher, tell your teacher who will record the nature of the assistance given to you.

If you worked as part of a group on a project, for example, undertaking field research, you must each write up your own account of the project. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you for submitting drafts and final pieces of work. Your teachers are there to guide and assist you — showing them your work as it progresses will allow you and your teacher time to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from online essay banks — this is cheating.

Electronic tools can detect this sort of copying.

More about plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught. 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 are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay 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.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;

- you will be disqualified from that unit for that exam series;
- you will be disqualified from the whole subject for that exam series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

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Dear

I am writing to you with regard to a recent piece of coursework submitted by your son/daughter in respect of (subject and level). Having read the coursework through in line with the exam boards' guidance and regulations concerning coursework, X's teacher has concerns over the full originality of some of the content. In line with our policy on coursework and plagiarism, he/she has referred the matter to me as the Subject Leader of X for a further opinion. I will write to you with full details of the investigation which is carried out and with details of the conclusions reached and any further action which will be taken.

Should you wish, you are welcome to come in to discuss this matter with me. I have attached a copy of the school's policy covering the submission of coursework, which also includes details of further action which might be taken and of the appeals procedure.

Yours sincerely,

Subject Leader for X

enc

Dear

Further to my letter of *(date)*, I am writing to inform you that I have now completed my review of *X's* coursework on the topic of *XXX* in *(subject)*. As a result, I have reached the conclusion that the work submitted does breach the exam board regulations.

Consequently, in line with the college's policy, the outcome will be

(details of next stage if plagiarism upheld, such as

- *The student will be given a verbal warning by the Year Director or Director of Post-16 (as relevant).*
- *The work in question will be retained by the college, but cannot be submitted by the student in any coursework capacity.*
- *The student will be given the opportunity to submit a completely new piece of work by a reasonable, specified date.*
- *The Examinations Officer and the student's other subject teachers will be informed in order that they can check future coursework.*
- *In the case of Post 16 students, the EMA Bonus Payment, where applicable, may be withheld*

[see policy for details of consequences].)

Should you wish to challenge this decision, you should to contact us in writing within 14 days of the date of this letter. Full details of the appeals procedure is contained in the College Plagiarism Policy, which you received with my previous letter.

Yours sincerely,