

## **PLAGIARISM POLICY**

### **Introduction**

Plagiarism is: *“the failure to acknowledge sources properly and/or the submission of another person’s work as if it were the student’s own”* (as defined by the Joint Council for Qualifications) and relates to unsupervised assessed work.

Please refer to the JCQ (Joint Council for Qualifications) publications

Plagiarism in Examinations (Guidance for Teachers/Assessors)

Notice to Candidates

**Special Note:** All students are issued with JCQ Notice to Candidates information sheet at the start of Years 10, 11, 12 and 13 and are required to sign the Declaration Form.

**St Mary’s College regards plagiarism as a serious offence and considers this a form of cheating.**

**St Mary’s College Policy is:**

1. **to oppose plagiarism**
2. **to teach all students what it is and explain to them how to avoid it**
3. **to act decisively if cases of plagiarism come to light and to follow the JCQ guidelines in relation to malpractice.**

**Special Note:** The school actively promotes students to be independent and critical learners but plagiarism means students are neither independent nor critical.

### **Guidance from Examinations**

Examination Boards all offer guidance to teachers on coursework – the school expects that teachers will pass all information on to students and monitor students as work is produced and assessed:

- (1) The work which students submit for assessment must be their own. However they may :
  - quote from books or any other sources: if they do, they must state which ones they have used
  - receive guidance from someone other than a teacher: if so they must tell their teacher who will record the nature of the assistance given to them.
- (2) If students copy from someone else or allow another to copy from them, or if they cheat in any other way, they may be disqualified from at least the subject concerned.
- (3) Before students begin to hand in their coursework for assessment, they will be required to sign the declaration of authentication for controlled assessments form so that they have understood and followed the coursework requirements for the subject.

### Further Guidance and Explanation

The points below provide some more detailed guidelines to the above policy and these will be strictly followed:

1. In general, St Mary's College would want to encourage wide reference to other people's work, both published and unpublished, throughout any programme of study. It is important to distinguish these activities from cheating and plagiarism.
2. There are various forms of plagiarism but in the learner's context it means presenting work for assessment which is not the learner's own. Plagiarism takes place when the learner "borrows" or copies information, data or results from an unacknowledged source, without quotation marks or any indication that the presenter is not the original author. If carried out knowingly, plagiarism is regarded as cheating, and has the objective of deceiving examiners and markers and this threatens the integrity of the assessment procedures and the value of awards. It is seeking to gain an unfair advantage over other learners.
3. Some examples of plagiarism are listed below. This list is merely illustrative and not exhaustive but it does indicate the range and forms of academic dishonesty occasionally practiced by some learners.
  - Copying and submitting another's essay, calculations, results or printouts etc
  - Copying or closely copying sections from text, without acknowledging the source
  - Using a choice phrase or sentence that you have come across
  - Submitting all or part of another learner's project, dissertation or other work
  - Getting someone else or an agency to write assessments or projects
  - Using text downloaded from the internet
  - Copying or downloading figures, photographs, pictures or diagrams without acknowledging the sources.
4. Plagiarism may occur inadvertently due to inexperience so students should read carefully all the advice on how to reference sources provided by school staff. The temptation to plagiarise may arise from lack of self confidence or from a lack of understanding about the aims of the assessment and about what is required, however all incidents of plagiarism will be fully investigate. Learners are encouraged to collaborate with others in studying, but submitting work copied from or written jointly with others is not acceptable.

### Consequences of Cheating or Plagiarising

1. Step one- Staff outline their concerns with the Head of Department.
2. Step two- Concerns are presented to the student for a two way discussion. Pupils can withdraw work and resubmit new work.
3. Step three- If pupils do not wish to withdraw work or if this is not their first occurrence the school will follow the JCQ guidelines in relation to this.
4. Step four- **If internal** the pupil will meet with Parents/Guardian/Teacher/Head of Department and Senior Management Team. The consequences and sanctions of plagiarism will be outlined and also communication in writing to the parent/guardian of the pupil involved. **If external** the Chief Invigilator plus the

Senior Management Team will meet with the parent/guardian and follow the above.

Students are warned that all forms of cheating, including plagiarism, are totally unacceptable. Any student discovered cheating or plagiarising is seen as having committed a breach of this policy and St Mary's College disciplinary procedures will be followed, with reference to examining boards where necessary.

The sanctions applied to a student committing plagiarism range from the work being refused and/or a warning given regarding future conduct, to the student being barred from entering for one or more examinations for a set period of time. It is considered a form of malpractice and will, in all cases, be investigated.

Students may be asked to sign a statement to confirm that all assessment work submitted is their own.

If it has been found that plagiarism has taken place, the school may invoke the same guidelines as the JCQ with regards to submitting coursework/controlled assessments.

### **Declaration of Authentication – Controlled Assessments**

Each candidate is required to sign a declaration, before submitting any work to their subject teachers/assessors, stating that the work is their own and that any assistance given and/or sources used have been acknowledged.

The work you submit for assessment **must be your own**.

**If you copy from someone else, allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned.**

### **Declaration by candidate**

I have read and understood the **Notice to Candidates (GCSE and Principal Learning: Controlled Assessments)**. and I am aware that whilst completing my controlled assessments and coursework/portfolios for all subject areas in years 11 and 12 and at Post 16 level at St Mary's College, I must adhere to and follow these guidelines. If it is discovered that I have not followed these guidelines **I may be disqualified from the subject area concerned.**

*Candidate's name:*.....

*Candidate's signature:*.....*Date:*.....



**This notice has been produced on behalf of:**

**AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC**

### **Information for candidates**

#### **GCSE and Principal Learning: Controlled Assessments**

**This document tells you about some things that you must and must not do when you are completing your work.**

**Before you submit any work 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.

Controlled Assessment will provide you with 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.

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, 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 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, pg.29).

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://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>, downloaded 12 February 2011.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications which you have used in your research, even where these are not directly referred to, 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, this will be considered as cheating.**

### **Preparing your work — good practice**

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

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. 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. 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. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. 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 used by awarding bodies can detect this sort of copying.

### **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 the examination series in question;
- you will be disqualified from the whole subject for that examination 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**