

PLAGIARISM POLICY

Rationale

The Governors acknowledge that the school has an obligation to assessment bodies, its students, employers and society in general to ensure that the qualifications its students gain are a fair and accurate representation of their work, knowledge and skills. To this end it is vital that students, staff and parents/carers understand the meaning of plagiarism and the possible consequences of committing such an offence under the rules of assessment bodies.

Definition

Plagiarism is defined by JCQ as ‘unacknowledged copying from published sources (including the Internet) or incomplete referencing’ and/or ‘working collaboratively with other candidates beyond what is permitted’. Plagiarism occurs when a student ‘attempts to misrepresent as their own work, existing material or ideas from another person or source’ (PlagiarismAdvice.org). This includes the use of essay banks and essay-writing services aimed at students. In other words, plagiarism is regarded as a form of cheating which will attract appropriate penalties.

Policy

- Students, staff and parents/carers will abide by the guidelines below, a copy of which will be given to all students before they begin any assessed work. These guidelines will also be displayed on the exams notice board and are available from the exams section of the school website.
- In cases of suspected plagiarism the student will be given the opportunity to explain his/her position to the subject leader. If the member of staff is still concerned the case will be referred to the member of SLT with responsibility for examinations. If there is still dispute the matter will be referred to the appropriate assessment body who will be the final arbiter.

Guidelines

- I Staff should:
 - read and abide by the Ofqual ‘Guide for Teachers’ document on plagiarism along with the QCA document ‘Authenticating Coursework: a Teacher’s Guide’, both of which can be found in staff files.
 - ensure that students are aware of the meaning and possible consequences of plagiarism before they begin any assessed work
 - make sure that students know exactly what is required in any assessment
 - include research skills along with subject content in schemes of work
 - try to design internal assessment that is relevant and personal to the student rather than setting the same work for a whole class and change the topic from year to year

- be aware of the possible signs of plagiarism such as changes in writing style or layout, or the use of US spellings or phraseology
- not offer help and guidance beyond what is permitted
- not sign the declaration of authenticity unless they are confident that the student has completed the work by his/herself in line with the subject guidelines. If in doubt the work should be reviewed by the subject leader in line with the guidance in the QCA and Ofqual documents referred to above and if there are still concerns it should be investigated by the member of SLT responsible for examinations

2 Students should:

- know the meaning of the term 'plagiarism' and ensure that any internally assessed work is genuinely and entirely their own work
- read and abide by the Ofqual 'Using Sources' document available from the examinations section of the school website
- ensure that any sources that they use are acknowledged appropriately and be prepared to discuss any sources if questioned
- recognise the limits to the amount of help that teachers and parents/carers are allowed to give
- understand that sources can be biased or factually incorrect and as such need careful checking
- understand the increasingly sophisticated methods used by teachers and assessment bodies to detect plagiarism
- be aware that plagiarism is a form of cheating and that the consequences of plagiarism range from loss of all marks for that component to being banned for a number of years from taking any further examinations
- not sign the declaration of authenticity unless they are confident that they have abided by all the rules

3 Parents or Carers should:

- know the meaning of the term 'plagiarism' and understand that it is a form of cheating
- read the Ofqual document 'Avoiding Plagiarism - a Guide for Parents and Carers' available on the school website
- encourage and as far as possible ensure that students adhere to the rules regarding plagiarism.
- check with teaching staff if they or the students are unsure of any procedures related to internal assessment
- accept that help with internally assessed work must be limited to encouragement and to the provision of appropriate resources. Direct advice on what should or should not be included is not permissible
- realise that the methods for detecting plagiarism are increasingly sophisticated and that penalties for committing plagiarism can be very severe

Monitoring and review

This policy will be monitored annually by the member of SLT responsible for the oversight of examinations and reviewed by the Headteacher and Governing Body every three years.

Dissemination

A copy of this policy is available on request to parents/carers, the LA and Ofsted through the Headteacher. This policy is also available on the school website

Other policies that have relevance are:

Examinations Policy
Controlled Assessment Policy

Date approved by governors	November 2010
Date to be reviewed	November 2013