



Greenhead College

Plagiarism Procedure

This procedure has been written with reference to JCQ (Joint Council for Qualifications) guidance *'Plagiarism in Examinations: guidance for teachers and assessors'*.

Defining Plagiarism

The JCQ guidelines for dealing with instances of suspected malpractice defines 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".

Examples of Plagiarism

- Copying from published texts
- Copying from internet sources
- Copying or submitting essays or pieces of work previously submitted for examination
- Copying or submitting manufactured artefacts
- Direct and unacknowledged translation of foreign language texts into English
- Copying from work packs produced by the College.

Preventing Plagiarism

- Raise awareness of plagiarism during induction or before beginning coursework
- Ensure that all students are aware of the Notice to Candidates: Coursework and Portfolio
- Ensure that all students understand which penalties may be applied
- Ensure that all students have signed the college declaration stating that they understand what plagiarism is
- Ensure that students are aware of what is and what is not acceptable in respect of plagiarism
- Ensure that students are introduced to the conventions of using footnotes and bibliographies to acknowledge sources, as appropriate
- Ensure that all deadlines are reasonable and where deadlines are set to assess progress.

Identifying Plagiarism

The following points may help in the identification of plagiarism.

- Check whether the student has submitted draft work throughout the coursework process
- Changes in the quality of content, spelling, punctuation style, writing style and presentation throughout the work
- Outdated references used throughout the work
- The use of specialised terminology and jargon which would not ordinarily be expected from a student at this level.

Confirmation of Plagiarism

Several methods can be used to confirm a case of plagiarism:

- Type a 4-6 word phrase from the text in a search engine such as 'Google'. It may be useful to try a few search engines
- Conduct a viva voce with the students. This may help to assess whether the work is that of the student
- Ask the student whether they have used unacknowledged sources or another student's work.

Reporting Plagiarism

If you suspect that a student has submitted work which involves unacknowledged sources or may be the work of another:

- Inform the Vice Principal that you suspect that a case of plagiarism has taken place
- Provide evidence to support your assessment.

Dealing with Plagiarism

- If suspicions are confirmed and the student has not signed the declaration of authentication, the case will be dealt with as an internal college matter. In this instance:
 - 1) The student will be informed that any marks given for their piece of work will be removed. There will be no opportunity for the resubmission of work. If the Head of Department and Vice Principal agree that it would be difficult for the student to successfully pass the qualification, the student will be withdrawn from the qualification
 - 2) The student will be given a formal warning which will be recorded on their file and communicated to the parents by letter
 - 3) If the student involved lent work to a student which was then used and submitted as a student's own, the student will receive a formal warning which will be recorded in the student's file and communicated to parents by letter. No further action will take place unless the student is involved in a second case of plagiarism.
- If suspicions are confirmed and student has signed the declaration of authentication, the case must be reported to the awarding body. This procedure is detailed in *Guidance for Dealing with Instances of Suspected Malpractice in Examinations*, published by the JCQ. The awarding body will consider any sanctions.

Cheating in Coursework

What is Cheating?

There is more than one kind of cheating, and you may find yourself cheating accidentally. We want you to know what cheating is, how to avoid it, and what the penalties might be if you cheat and are caught.

The most well known kind of cheating is plagiarism – when you copy someone else’s work and pass it off as your own. This might involve copying from a College study guide, book or a website or from a friend. You are also cheating if you lend work to someone else so that they can copy from it. If you copy particular phrases (even if they are short) and don’t acknowledge them, then this too is cheating.

Does this mean that you can’t use study guides, books or websites to help with your ideas?

Of course not! In fact awareness of different views and interpretations is a key Assessment Objective at both AS and A-level. If however you do use what someone else has written, you **must**:

- Make sure you know the author and title of any book, or the exact web address you used. You will be asked to record these and tell the examiner. It is perfectly OK to acknowledge the source as ‘Greenhead College Study Guide’ if the precise author is not named in the guide
- Put in quotation marks any extract you are using, even if it is only a short phrase of a few words; if you don’t, you will be cheating
- If you are summarising the argument of a critic then acknowledge the authorship of the argument you are paraphrasing
- Use the ‘References and Citations: Creating a Bibliography’ guide available in the library.

What are the penalties for cheating?

If we find, during the course of the year, that you are cheating in one of the ways above, then we will notify the Vice Principal. You will receive a formal warning and your parents will be informed. The College could notify the examination board. This may result in your being withdrawn from the unit and effectively the whole course. Serious offences can lead to disqualification from all public examinations.

When you hand all your coursework in, you will be asked to sign a declaration to say that you have not cheated. At that point, if someone finds that you have lied, it is the examination board who will punish you. Depending on the seriousness of the offence, you may be removed from the whole of the exam, or in the worst cases from all of your exams.

Please sign to say that you have read and understood what cheating is, how to avoid it, and what the penalties are.

NAME: (PRINT)	TUTOR SET:
SIGN:	DATE:
TEACHER:	