

Greenhead College Corporation

**PLAGIARISM
PROCEDURE**

Reviewed April 2020



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 non-examined assessment
- Ensure that all students are aware of the Notice to Candidates: non-examination assessments
- 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 non-examined assessment 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- Outdated references used throughout the work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 appropriate Assistant Principal, Quality of Education 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 Assistant Principal, Quality of Education agree that it would be difficult for the student to successfully pass the qualification, they should consult with the Deputy Principal and if appropriate 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 the 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.

Approved by the Policy Committee: May 2011

Next Review: April 2023

“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.

Policy Prepared by: Deputy Principal, Quality of Education

Policy Holder: Deputy Principal, Quality of Education

Cheating in Non-Examined Assessments and/or 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 you 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 Greenhead college Study Guide, a 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 books or websites to help with your ideas?

Of course not! In fact, awareness of different views and interpretations is a key assessment objective. If, however, you 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 in your bibliography. 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.

What are 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 Principal who would normally notify the examination board. This could result in your being withdrawn from the unit and effectively the whole course. Serious offences can lead to being disqualified 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. After 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 your exams.

What else do I need to know?

- You must read and abide by the ‘JCQ Information for Candidates’ GCE coursework and non-examined assessments document, and the ‘JCQ Information for Candidates Guidelines when referring to exams/assessments through the Internet’, copies of which are being issued to you as you sign the form below.
- You must ensure you understand the marking criteria for the assessment.
- You must ensure you understand the advice and guidance given to you prior to starting the assessment.
- The start date of the assessment is :
- The final deadline for submission of coursework for marking is:
- You must abide by any time or word limits imposed (your teacher will inform you of any limits).
- Your non-examined assessment/coursework may be marked by your teachers, then standardised by department staff. Your teacher will tell you your mark prior to sending it to the exam board. Please bear in mind that the exam board will then moderate the work to ensure the marking is accurate, and your mark may change.
- If you are unhappy with your mark, an appeals procedure is available upon request; such an appeal applies only to the *procedures/assessment process* used in arriving at internal assessment decisions and does not apply to the judgement itself; you cannot appeal against the mark; only the procedures used.

Declaration by candidate

I have read and understood all of the above information. I understand what cheating is, how to avoid it and what the penalties are. I understand that I must adhere to the above regulations.

Candidate’s name (print):

Candidate’s signature:

Date:

Subject:

Teacher: