

Rationale **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 (copies attached)

1. *Plagiarism in Examinations (Guidance for Teachers/Assessors)*
2. *Notice to Candidates (Controlled Assessment)*
3. *Notice for Candidates (Coursework Assessment)*

Special Note: All students are issued with the appropriate JCQ Notice to Candidates information sheets at the start of their GCSE (Controlled Assessment) and AS/A2 (Coursework Assessment) courses.

Langley School regards plagiarism as a serious offence and considers this a form of cheating.

Langley School 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.

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

Policy Statement **Guidance from Examination Boards**

Examination Boards All Offer Guidance to Teachers on Coursework/Controlled Assessment – the school expects that teachers will pass this 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
 - a. quote from books or any other sources: if they do, they must state which ones they have used;
 - b. receive guidance from someone other than the 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) When students hand in their coursework for assessment, they will be required to sign 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 In general, Langley School would want to encourage wide reference to other people's work, both published and unpublished, throughout any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 practised 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. It is recommended that the Harvard Referencing System is used. e.g. Bell, H (1996) name of book, publisher, city.
5. Although learners are encouraged to show the results of their reading by referring to and quoting from works on their subject, copying from such sources **without acknowledgement** is deemed to be plagiarism and will not be accepted by Langley School. Learners are encouraged to collaborate with others in studying, but submitting work copied from or written jointly with others is not acceptable.

Dealing with Plagiarism

There are three step in the process for dealing with plagiarism:

1. Keeping watch

There are a number of clues that point to the possibility of plagiarism, and teachers should remain alert to the possibility of spotting these. The JCQ guidance, sighted above, gives extensive guidance under paragraphs 16-29. For example when candidates submit completed work without intermediate stages this can be an indication that the work is not the candidates own. [It is good practice to set intermediate deadlines, and give candidates early guidance on acknowledging sources, in order to avoid confrontation/problems nearer the final deadline.]

2. Confirmation

If a teacher suspects that an assignment has been plagiarised, the next step is to try to locate the source. The JCQ guidance again gives extensive advice on finding/verifying evidence under paragraphs 31-38.

3. Reporting

Any confirmed cases should be reported to the examinations officer in the first instance and the Deputy Head (academic).

Consequences of Cheating or Plagiarising

Students are warned that all forms of cheating, including plagiarism, are totally unacceptable. Any student discovered cheating or plagiarising is seen as having committed an offence and the Langley School disciplinary procedures will be followed, with reference to examining boards* where necessary.

[*Usually, this will be in cases where an incidence of plagiarism has been detected after a candidate has signed the declaration –see JCQ guidance.]

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 will be asked to sign a statement to confirm that all assessment work submitted is their own. They will also be given another piece of work to complete under controlled conditions at the school.

Parents will be informed in writing of any breach of the above rules and may need to attend a meeting to discuss the seriousness of the offence.

Acknowledgement: This Policy has been adapted from documents published on the Internet by The Brakenhale School and Croydon Council's Continuing Education & Training Service.

Approved SMT: 27.01.15

Approved Governors: 26.02.15