

LONGLEY PARK SIXTH FORM COLLEGE

PLAGARISM POLICY (Final Version 11/09/08)

The plagiarism policy is an attempt by the College to identify the problem and give staff and students guidelines on how to deal with the issue. It also sets out for staff and students clear guidelines. It is important all teaching staff and students in the College carefully read the policy and accompanying guidance

The College will make sure that:

1. All teaching staff will carefully read the policy, guidance and warnings on plagiarism.
2. All staff carrying out internal or external assessed work must make students aware of the guidelines on plagiarism. They must explain how to cite any work that is not their own and include all resources used in a bibliography.
3. All tutors and teachers before the main examination and coursework period must make students aware of the College plagiarism policy.

Plagiarism

'The failure to acknowledge sources properly'

There is always a temptation to copy text that is found, word for word, and not give any reference as to where the text was found and who wrote it. This is, in effect **plagiarism** and is not permitted at any time.

The College and examination boards take plagiarism very seriously. The following penalties may be applied if you are proven to have plagiarised someone else's work:

Stage 1: Information – during induction all students to be informed about plagiarism at the start of their course and before any assessments are issued, all students to complete a generic assignment on plagiarism, referencing and bibliography; the student policy distributed to all students and signed. All students must also attend the LRC session on referencing as soon as possible in first half term.

Stage 2: Investigation – In all cases of suspected plagiarism there should be a thorough investigation to establish whether plagiarism has indeed taken place and the extent of the concerns. Initially the assessor and Internal Verifier should discuss any concerns, as in some cases it may be that the student has misunderstood the brief and acted in error in failing to reference sources appropriately. The assessor should discuss this with the student and make sure they are aware of the serious consequences, should plagiarism be confirmed. The outcomes of the discussion should be documented and placed in the student file.

Stage 3: Outcome and action – Once the investigation is complete and if plagiarism is confirmed then the following process should be followed:

If it is a minor incident, when a student has not referenced information correctly, has misunderstood the guidance and has not plagiarised intentionally, then a supportive Commitment Interview is completed with clear targets and a record of the consequences if there is a reoccurrence. Student should be referred to their progress tutor for 1-1 revision on how to correctly reference. Attendance at the LRC session on referencing must be checked and if the student has not yet attended this session then it should become one of the targets on the CI.

If it is a more serious incident, when the student has clearly and intentionally plagiarised then a student contract is completed with clear targets and a record of the consequences if there is a reoccurrence. Attendance at the LRC session on referencing must be checked and if the student has not yet attended this session then it should become one of the targets on the Contract. The manager issuing the contract will make clear the penalties imposed by the awarding body and that in some cases the Awarding Body will be informed of plagiarism offences. The student should also be informed that a formal Disciplinary Panel may be convened for a repeat offence and possible exclusion as an outcome.

If there is a repeat offence then the CI or contract must be reviewed with the student and then they should move straight onto the next phase of the disciplinary procedure, which could mean a Disciplinary panel and exclusion.

Other considerations for the investigation and outcome:

- Make the student fully aware (in writing using CI/Contract) at the earliest opportunity of the nature of the alleged plagiarism and of the possible consequences should malpractice be proven.
- If a student is under 19 years of age, the student's parent/carer will also be informed
- If the college is accusing anyone of plagiarism, the college will give the accused the opportunity to respond (preferably in writing) to the allegations made
- The college will also inform anyone accused of plagiarism of the appeals process should a judgment be made against them.
- In some cases the college will notify the appropriate Awarding Body of the malpractice and in certain, more serious cases may also have to notify the police.

Staff Guidance

All students must receive guidance on how to cite any work that is not their own. It is your responsibility to read and understand the Plagiarism policy. Students must be aware that all resources used must be included in a bibliography. It is vital that all Internet sites are also clearly shown.

It is important to make sure students:

- Always cite the sources of ideas and all resources used in a bibliography
- Do not reproduce verbatim or near verbatim extracts from other resources, e.g. textbooks, Internet
- Note that quotations shorter than 50 words (approx) may be included in inverted commas in the normal run of text (source clearly shown in the Bibliography)
- Realise that longer quotations should be indented and could be shown in a different font/style (source clearly shown in the Bibliography)
- Try to avoid long quotations where possible
- Try to avoid over use of quotations in their work
- Use appendices for substantial elaborations, e.g. copies of questionnaires, documents, and newspaper reports.
- When including charts, graphs and tables put them in the main text, but they must be numbered and referenced
- Care should be taken with references: the important point to remind students' is to be consistent

- Generally and where appropriate, the anonymity of those who participated in research should be preserved, e.g. questionnaires, psychology experiments

Plagiarism - Student Guidance

What happens if you hand in work that is not your own?

It goes without saying that the work that you submit **must be your own**. Staff and exam boards are interested in what you have learnt and not what someone else has learnt.

What is plagiarism?

There is always a temptation to copy text that is found, word for word, and not give any reference in your work as to where the text was found and who wrote it. This is, in effect **plagiarism** and is not permitted at any time.

When you are preparing coursework for assessment, you must remember that there are penalties if it is proved that you have plagiarised someone else's work. This could be the work of another student, or something you have found in a book or through the internet¹.

If it is proved that you have plagiarised someone else's work, there may be penalties that will be imposed. Awarding bodies (such as Edexcel, or OCR, or AQA) apply penalties from a defined range which reflects the circumstances of each particular case.

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¹ The JCGQ (Joint Council for General Qualifications) (March 2003)