



ABINGDON

PLAGIARISM POLICY

1. Definition of plagiarism

Plagiarism is defined here as “passing someone else’s work, whether intentionally or unintentionally, as your own, for your own benefit.” (page 9, Jude Carroll, A Handbook for Deterring Plagiarism in Higher Education, Oxford Brookes University, 2002)

2. Raising awareness

Pupils, early in their time at Abingdon need to know about plagiarism, and the seriousness of their involvement in it. Teaching staff are expected to remind pupils about the issue of plagiarism when they are asked to undertake research, and, in particular, to remind pupils of the coursework/controlled conditions requirements and regulations at the start of each significant piece of coursework or controlled assessment.

3. Written notification to pupils

Each fourth, fifth, lower sixth and upper pupil receives, annually, via email, the guidance from the Joint Council for Qualifications (JCQ) entitled “Information to Candidates” (see Appendices 1 & 2) which specify clearly what they must, and must not, do when completing coursework. Centrally placed, on the first side, are the instructions, in a black-bordered box...

“The regulations state that:

The work which you submit for assessment must be your own.

You must not copy from someone else or allow another candidate to copy from you” (2013)

4. Information for parents

Fifth year parents are given a summary of the regulations in a letter from the Curriculum Director, sent in mid-October:

“It is imperative that each candidate should observe the following set of rules in producing coursework and controlled assessment:

- 1. All coursework and controlled assessment which you submit must be your own work.*
- 2. You must tell your teacher about any help which you may have been given.*
- 3. Direct quotations from books or other sources must be acknowledged.*
- 4. If you copy from another candidate, or let another candidate copy from you, you may be disqualified from all your examination subjects.”*

5. Vigilance by teachers

Teachers are expected to show vigilance during the creation of a pupil’s coursework and controlled assessments. Where possible teachers should adopt strategies that discourage pupils from plagiarism such as:

- changing essay titles/ tasks from year to year

- limiting work to a side of A3/A4
- writing by hand and then sticking in diagrams
- giving pupils a test on work that has been researched
- setting work of an unusual structure
- reviewing drafts throughout the gestation of a piece of coursework
- asking pupils to explain their work

6. Work where plagiarism is suspected

When teachers are concerned about the authenticity of the coursework or controlled assessment they should, in the first instance, question the pupil about it. Opinions of colleagues who teach the subject should be sought, and the teacher should speak to the boy's tutor and housemaster. The advice of the Librarian is also available.

When a boy denies plagiarism, but suspicion still remains, two teachers together should interview the pupil both about the allegation, and about the content of the work. If there has been a significant period of time since the work was done, the pupil should have time to remind himself of the content of the work.

When plagiarism is confirmed, either from the pupil confessing, or by other incontrovertible means, the teacher should ask the boy to redo the work (if exam regulations allow), and effort made to ensure that the work is the boy's own work. The subject teacher should inform his head of department, the boy's tutor and housemaster, the Deputy Head (Academic) and the examinations officer. The Deputy Head (Academic) will write to all the boy's teachers, urging them to look for plagiarism in all the boy's coursework, and also he will see the pupil to say what has been done. Following discussion with the housemaster, the Deputy Head (Academic) will, usually, place the boy in a Friday night detention.

Appendices 1&2: JCQ Notices to Candidates 2013

Footnote:

Looking for plagiarism using the Google's advanced search on the internet

Open Firefox
 Type in www.google.co.uk
 Click the Advanced Search on the right
 Follow the instructions

Deputy Head (Academic)

Reviewed: October 2018

Reviewed by Governors' Education Committee: October 2018

Next Review: October 2019

APPENDIX 1: Controlled Conditions JCQ Notice 2013



This notice has been produced on behalf of:

AQA, CCEA, Edexcel, OCR and WJEC

Information for candidates - controlled assessments

This document tells you about some things that you must and must not do when you are completing your work.

Before you submit any work for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Controlled Assessment will provide you with an opportunity to do some independent research into a topic. The research you do may involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

The regulations state that:

“the work which you submit for assessment must be your own”,

“you must not copy from someone else or allow another candidate to copy from you”.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called “referencing”. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:

(<http://www.bbc.co.uk/schools/16/scosteacher/history/49766.shtml>), downloaded 12 February 2014.

You may be required to include a bibliography at the end of your work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) ‘Mary, Queen of Scots’, London: Weston Press.

If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating.

Preparing your work – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you must each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your work secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK



This notice has been produced on behalf of:

AQA, City & Guilds, CCEA, Edexcel, OCR and WJEC

Information for candidates

GCE, ELC and Project qualifications - coursework assessments

This leaflet tells you about some things that you must, and must not do when you are completing coursework.

Before you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.

If there is anything that you do not understand, you **must** ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopedias, journals, TV, radio, and on the internet.

Using information from published sources (including the internet) as the basis for your coursework is a good way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

The regulations state that:

"the work which you submit for assessment must be your own",

"you must not copy from someone else or allow another candidate to copy from you".

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: (Morrison, 2000, pg.29).

For material taken from the internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example:
(<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>), downloaded 12 February 2014.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used in your research, even where these are not directly referred to, for example:
Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press.

If you copy the words or ideas of others and don't show your sources in references and a bibliography, this will be considered as cheating.

Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher who will then record the nature of the assistance given to you.

If you worked as part of a group on an assignment, for example, undertaking field research, you **must** each write up your own account of the assignment. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember - your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. You must always keep your coursework secure and confidential whilst you are preparing it; do not share it with your classmates. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from on-line essay banks — this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

Plagiarism

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

REMEMBER – IT'S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK

©2013