

PLAGIARISM POLICY

Awareness, Detection and Prevention

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PLAGIARISM POLICY

St Brendan's College is committed to dealing with plagiarism and any form of unfair advantage taken and will take appropriate measures to deter, detect and discipline as appropriate.

Action will include:

- Implementation of electronic means of plagiarism detection
- Training staff in plagiarism awareness, prevention and detection
- Supporting an ethos of fairness, good citizenship and honesty with rewards
- Informing students of the College position on plagiarism the use of detection aid and the consequences should plagiarism be detected
- Instruction and training for all students during their induction to the College
- Raising awareness about what constitutes plagiarism

1. Scope

This policy and procedure applies to all internal assessments (inclusive of Non-Examined Assessment) and all internal and external examinations. Where awarding bodies or validating bodies have their own published procedures these will take precedence over the College policy.

Plagiarism occurs when a person uses other people's thoughts, writing or creative work **and presents them as his or her own**, that is without clearly acknowledging the source of the information. It can take several forms, including:

- directly copying another person's work, for example from the internet, a book, another student's assignment; the work may include text, statistics, figures, photographs, pictures, diagrams etc
- paraphrasing another person's work
- cutting and pasting together sections of the work of others into a new whole
- receiving material help from other people while producing an assignment, without express permission or instruction from a teacher.

This can also extend to another person writing a part or all of an assessment on behalf of the student with the work being submitted as the students own.

1.1 Plagiarism is a serious breach of discipline and students are responsible for informing themselves about this policy.

1.2 The College will make students aware of this policy early in the student's programme of study through drawing attention to this via the induction programme and within the parent/carers handbook.

- 1.3 If a student lends another student his or her work and the work is subsequently copied, the lender will be deemed to have contributed to the malpractice. This may be true even if the copying is completed without the lender's permission or knowledge.

2.0 Procedure to avoid plagiarism: Responsibilities

2.1 Students should:

- quote the source when using others' work
- place any word-for-word, literal quotation in quotation marks
- acknowledge specific help received while producing an assignment, even when this help is gained by simply discussing ideas with a friend or relative; this acknowledgement should be produced in writing either as part of the assignment or, in the case of coursework/non-examined assessment (NEA), on the awarding body's 'candidate authentication statement'.
- quote the source even when the originator's words have been paraphrased rather than directly copied
- not allow other students to borrow their work unless a teacher gives explicit permission for this to happen. If students are in any doubt about what is acceptable or not, they should consult a teacher.

2.2 Teachers should:

- incorporate within induction plans information about plagiarism, including relevant advice about how to avoid it; this should include the coursework/NEA guidelines issued by JCQ.
- In the case of coursework/NEA, remind and make students aware, before they undertake the work, that they will be required to sign an authentication statement for the awarding body; on which the following warning appears:

"To present material copied from books or other sources without acknowledgement will be regarded as deliberate deception.....If you copy from someone else or allow another candidate to copy from you, or if you cheat in any other way, you may be disqualified from at least the subject concerned." (OCR)

- To stress to their students the unethical nature of plagiarism
- To make clear to students the College's policy on plagiarism and the consequences if they fail to comply
- To ensure that students have the knowledge and skills required to enable them to cite and reference appropriately

2.3 Learning Resources Centre (LRC) staff should:

- To encourage appropriate attitudes and practices in students in their use of the LRC facilities
- To offer training and induction to staff and students on how to avoid plagiarism and other forms of cheating

3.0 Actions to Implement Policy

Where a student is suspected of plagiarism, either by carrying out the act of plagiarism or by allowing it to happen, the following procedures will be followed

- To authenticate that the work submitted by a student for assessment has been carried out by the student, “Turnitin” software will be used. Students will be advised, for example in the course handbook or assessment guidance, which work must be submitted via “Turnitin” and the procedures to be followed.
 - The determination of whether cheating, plagiarism or other forms of unfair advantage has occurred should be investigated internally first and at the earliest opportunity
 - In all cases, the consequences associated with plagiarism will follow the guidance laid out by JCQ and/or the Awarding body in the first instance. This can involve disqualification “from at least the subject concerned”, scoring zero marks for the assessment concerned and/or specific consequences related to Applied General qualifications. Furthermore, the College reserves the right to impose its own sanctions consistent with the College’s Positive Behaviour Management Policy
 - Reports of plagiarism to exam boards should follow the exam boards procedures and it is for the examination board to judge the seriousness of the case and appropriate action.
 - Each case will be considered on the basis of the strength of evidence.
- 3.1 For internally assessed work, where the marks do not contribute to a student’s final qualification, the matter will be dealt with in accordance with the College’s Positive Behaviour Management Policy, following the procedure in 3.3 onwards.
- 3.2 For coursework, where marks do contribute to a student’s final qualification, the matter will be dealt with in accordance with the College/s Positive Behaviour Management Policy **and** in line with JCQ & Awarding Body requirements.

3.3 **Where the teacher marking the work suspects the presence of plagiarism** within a student's submitted work they will:

- Alert a fellow colleague, in the case where there is more than one teacher on the course, who should independently moderate the work and themselves determine whether plagiarism has occurred or not.
- In the case of plagiarism being found and/or there being just one teacher on the programme, the Curriculum Cluster Leader/Director of faculty must be advised at the earliest opportunity.
- Write a brief statement of the assessment they have made of the work, including with it any materials related to the suspected plagiarism
- Record the investigation as a 'Cause for Concern' **or** 'Behaviour Intervention' note (dependent on the level of disciplinary a student is currently on) on the students comments page in Pro-Monitor. In the case of Applied Courses and/or NEA assessment, it may be appropriate to also add a HELP comment so that members of the leadership team are aware of the issue and can advise if necessary.

3.3.1 **The Curriculum Cluster leader or Director of Faculty will:**

- Make contact with the parent/carer to alert them to the concern that has been raised and outline the investigation that will now take place.
- Interview the student, preferably with another member of staff present and with notes to be taken, to put the evidence before them of the suspected plagiarism as defined in 2.1 above (where two or more students are suspected of plagiarism, this initial interview should be conducted separately for each student)
- Ask the student to sign a statement regarding their explanation of the plagiarism identified
- Where the plagiarism, as defined in 2.1 above, is confirmed and uncontested by the student in their signed statement, the Curriculum Cluster Leader or DoF will decide on appropriate follow-up action.
 - If the student has, by this stage, signed the coursework/NEA authentication form, the awarding body will automatically be informed of the malpractice (for A-Level subjects) if and as required.
 - The Curriculum Cluster Leader/Director of Faculty will, with support from the Exams Officer, complete the relevant JCQ/Awarding Body malpractice report which will be submitted as required along with a copy of the student's statement and any accompanying materials.

- Where the plagiarism, as defined in 2.1 above, is denied by the student, the student must be given the time & opportunity to provide any evidence to support their case. This should be a maximum of 5 working days.
- Following interviews with the student(s), any staff members and collection of the work, the Curriculum Cluster Leader/DoF should review all evidence and make a decision.
- Report the findings to the student(s) and agree next actions.
 - In the case that a student continued to deny the plagiarism they must be made aware of their right to appeal.
 - All appeals must be made in writing to the Vice Principal Curriculum & Quality within ten working days.
- Complete a report of the incident, their findings and agreed actions under the initial comment on Pro-Monitor submitting all notes to the students' Uploaded Documents area on Pro-Monitor.
- A letter must be sent to parent/carers to confirm the outcome of the investigation and agreed consequences and actions. This letter must also include the notice of the student's right to appeal and the procedure for this.

3.4 Upon receipt of an appeal, a meeting will be held between one of the Vice Principals and student to discuss the evidence.

- If the Vice Principal decides, during this meeting, that there is no case to answer, no further action will be taken.
- If the student admits to plagiarism during this meeting, action will be taken by the Vice Principal in accordance with the above, and a revised signed statement will be produced by the student.
- If, at the end of the meeting, the positions of the College and the student remain unchanged, further action will be taken in accordance with below.
- A written record will be made of this meeting with notes and documents all stored on Pro-Monitor.

3.4.1 The written record of the meeting referred to in 3.4 above will be copied to the student and academic mentor. The parent(s) will be informed that an investigation, as outlined below, is underway and will also receive a copy of the written record of the meeting.

3.4.2 If the positions of the College and the student remain unchanged, the Examinations Officer will advise the Vice Principal in relation to the awarding body's regulations.

- 3.4.3 The Vice Principal will decide on appropriate follow-up action. If this action includes a report to the awarding body, the report will include a copy of the student's statement denying the suspected plagiarism.
- 3.4.4 The Vice Principal will meet with the student, his or her parent(s) and, if appropriate, the curriculum cluster leader/director of faculty to explain the outcome of the investigation and what action, if any, is to be taken. If the action to be taken is not in accordance with the stated position of the student, he or she will be informed about his or her right to seek resolution via the College's Compliments and Complaints Policy. If appropriate, a copy of the Compliments and Complaints Policy and Procedures will be handed to the student at the meeting. The student will also be advised of the information available on the JCQ website in relation to appeals against internal assessment decisions.
- 3.4.5 A written record of this meeting, together with a copy of the malpractice report, if such a report is submitted, will be sent to the student and parent(s) and a copy will be kept on the student's file.
- 3.4.6 All documentation arising from the investigation will be uploaded to the student's Individual Learning Plan on Pro-Monitor.

4.0. Students' Disciplinary and Right of Appeal

The College Positive Behaviour Management policy lists "cheating in exams or plagiarism" as potential gross misconduct, which will result in disciplinary action and may even lead to exclusion from the College. In the case of cheating in examinations, the College will notify the examining body through the official means in accordance with their rubric. For other cases of plagiarism, the College will adopt a no tolerance approach and will apply sanctions according to the severity of the case.

The student has a right of appeal against the decision of the College, as laid out in 3.3 and 3.4 above and/or the Examination Board in accordance with the appeals procedures.

5.0. Monitoring and Evaluation

The Vice Principal will:

- Collect, monitor, review and evaluate data pertaining to plagiarism and cheating.
- Receive termly reports on appeals received and their outcomes.
- Produce an annual report and trend data over several years, where available

Linked Policies:

- Teaching, Learning and Assessment Policy
- Compliments, Concerns & Complaints Policy
- Positive Behaviour Management Policy

Linked Documents:

- Student Induction Documents (produced annually)
- Parents' Handbook