

2017 - 2020

Plagiarism Policy

Llanishen High School

This document contains the specific policy and associated information relating to Plagiarism at Llanishen High School

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PLAGIARISM POLICY

Rationale

Llanishen High School has an obligation to assessment bodies, its students, employers and society in general to ensure that the qualifications its students receive are a fair and accurate representation of their work, and of the knowledge and skills attained. Plagiarism, and other forms of cheating, undermine the value of qualifications for all concerned because they undermine their credibility. If a student passes an assessment, or gets a qualification, by unfair means then this is unfair to those who have achieved the same qualification fairly.

For these reasons the school takes appropriate measures to ensure that a student's work is in fact their own, and that plagiarism and other forms of cheating have not taken place. The school takes action where plagiarism is detected. The school also ensures that all pupils and staff are aware of the importance of referencing their work properly as this is a requirement of increasing numbers of courses, including the Welsh Baccalaureate. The system that has been adopted is Harvard as this is the system recommended by for example the WJEC A level Sociology syllabus.

What is plagiarism?

“Plagiarism occurs when an author attempts to misrepresent as original, existing and unacknowledged material or ideas from another person, source or (in the case of self-plagiarism) their own work.”

(PlagiarismAdvice.org, 2010)

However, this definition covers a range of degrees of seriousness and intent. Students may be motivated, for example, by laziness as well as by a direct intent to obtain a qualification unfairly. In practice, it can also be difficult to distinguish between deliberate plagiarism and failure to acknowledge sources appropriately. There is a clear difference of degree between poor referencing of a quotation and deliberately passing off an entire piece of work with the intention of obtaining a qualification unfairly.

There is also a very clear difference between the student seeking help with homework or coursework and having someone else do the work on his or her behalf. The latter is cheating and undermines the value of the student's achievement whether this relates to an internal grading or a recognised qualification.

Whether it is intentional or not, plagiarism presents a problem when it interferes with the accurate assessment of a student's ability.

Plagiarism in School

Plagiarism in school occurs when pupils:

- Copy the work of another pupil
- Copy from a source without acknowledging that source (including themselves)
- Download information directly from the internet and pass it off as their own
- Allow someone else to complete work on their behalf

The teaching staff at Llanishen High School will ensure that:-

- Their students know where to seek information and how to reference it correctly (using the Harvard system of referencing)
- Their own work is referenced correctly
- All submitted work includes a reference section as necessary
- They alert Heads of Department and Year Team Leaders to any suspicions of plagiarism
- They do not accept information taken from the internet and passed off as pupils' own work
- The Pupil Plagiarism Declaration sheet (Appendix 1) is signed and dated

The pupils at Llanishen High School will ensure that: -

- All work submitted is their own
- All sources of information are correctly cited and referenced following guidelines for Harvard Referencing
- They do not submit information copied or downloaded from the internet and pass it off as their own as they recognise this is not acceptable
- They sign the Pupil Plagiarism Declaration sheet (Appendix 1) in their planner declaring that all work submitted is their own and that any sources used are correctly cited and referenced

Senior Leaders, Year Team Leaders and Subject Leaders will ensure that: -

- Students are taught the Harvard Referencing system by their teacher of English so that they understand what is required. For further information regarding referencing please see:
<http://www.citethisforme.com/harvard-cite-them-right>
- Referencing of work is at an appropriate level for the year group
- Where plagiarism has taken place the following procedures are followed: -

- 1) Subject teacher alerts Head of Department, Year Team Leader and Senior Leader linked to the subject area.
- 2) Pupil is interviewed and parent informed. Pupil is given the opportunity to withdraw their work. At this point, the student is given a warning regarding future conduct. This is logged on SIMS.
- 3) Where possible, the pupil is given the opportunity to resubmit work addressing the plagiarism.
- 4) If the examination is external, the examination's officer is notified so that exam board regulations can be followed. This can lead to a pupil being withdrawn from the subject.

Conclusion

The school motto is 'We believe that all can succeed' but it is important that this goes hand in hand with personal and professional integrity. Being able to source and use information appropriately will help pupils in their future studies and careers and should be seen as an integral part of their learning.

Appendix 1

Pupil Planner – Plagiarism Declaration

Plagiarism Declaration

Plagiarism occurs when you take the words or ideas of others and pass them off as your own or use another person's words or ideas without giving them credit.

Forms of plagiarism

- Using another person's work or ideas without crediting the source.
- Passing off someone else's work as your own.
- Quoting, paraphrasing or summarising someone else's words without citing the source (including work you have previously submitted).
- Keeping the sentence structure but changing words without crediting the original author (including work you have previously submitted).

Pears, R and Shields, G. (2010) *Cite Them Right: The Essential Referencing Guide*. 8th edn. Basingstoke: Palgrave Macmillan.

When using printed, electronic or oral sources, I will clearly credit the person who originally produced the work by referencing within the text and where required producing a bibliography.

I declare that all coursework and homework is my own work:

Signed _____ Date _____