

# West Park

*'A caring school where we put pupils and their achievement first'*



## Plagiarism Policy

## **PLAGIARISM POLICY**

### **Introduction**

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

**West Park School regards plagiarism as a serious offence and considers this a form of cheating.**

### **West Park School:**

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
4. The work which pupils submit for assessment must be their own. However they may:
  - quote from books or any other sources: if they do, they must state which ones they have used
  - receive guidance from someone other than a teacher: if so they must tell their teacher who will record the nature of the assistance given to them.
5. If pupils 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.
6. When pupils 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 In general, West Park School would want to encourage wide reference to other people's work, both published and unpublished, throughout any programme of study.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 practiced 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, 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.

Plagiarism may occur inadvertently due to inexperience so pupils 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.

4. 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 West Park School. Learners are encouraged to collaborate with others in studying, but submitting work copied from or written jointly with others is not acceptable.

### **Consequences of Cheating or Plagiarising**

1. Step one- Staff outline their concerns with the Head of Department.
2. Step two- Concerns are presented to the student for a two way discussion. Pupils can withdraw work.
3. Step Three- If pupils do not wish to withdraw work at this stage they can
4. Step Four-If **internal** the pupil will meet with Parents/Guardian/Teacher/Head of Department and Senior Leadership Team. The consequences of plagiarism are explained or **if external** the exam co-ordinator plus the others will meet with the parent/Guardian and follow the above.

Pupils are warned that all forms of cheating, including plagiarism, are totally unacceptable. Any pupil discovered cheating or plagiarising is seen as having committed a breach of this policy and West Park School disciplinary procedures will be followed, with reference to examining boards where necessary.

The sanctions applied to a pupil committing plagiarism range from the work being refused and/or a warning given regarding future conduct, to the pupil 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.

Pupils will be asked to sign a statement to confirm that all assessment work submitted is their own. This is compulsory for all BTEC work.

Relevant examination boards will be notified if the Malpractice is upheld after the candidate authentication has been signed.

### **AI Use in Assessments**

According to JCQ AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. While the range of AI tools, and their capabilities, is likely to expand greatly in the near future, misuse of AI tools in relation to qualification assessments at any time constitutes malpractice.

As has always been the case, and in accordance with section 5.3(j) of the JCQ General Regulations for Approved Centres (<https://www.jcq.org.uk/examsoffice/general-regulations/>), all work submitted for qualification assessments must be the students' own.

Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions.

Any anomalies identified in candidates work will be internally investigated in accordance with this policy.

If AI misuse is detected or suspected by the centre and the declaration of authentication has been signed, the case must be reported to the relevant awarding organisation. The procedure is detailed in the JCQ Suspected Malpractice: Policies and Procedures (<https://www.jcq.org.uk/exams-office/malpractice/>).

JCQ AI poster for candidates shared to Firefly under Examinations and Information for Candidates. Link recommended to year 10 and year 11 candidates on Firefly.