

Title of Policy: Plagiarism Policy

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Policy Statement

The aim of this policy is to set out how we address any issues regarding the authenticity of work submitted by a student for assessment. This policy and procedure applies to all forms of assessment, internal and external. In all assessed work students should take care to ensure the work presented is their own and fully acknowledge the work and opinions of others through proper referencing and citation. It is also the responsibility of the students to ensure that they do not undertake any form of cheating or other form of unfair advantage.

Aims:

- 1. To explain that Plagiarism and other forms of cheating undermine the value of qualifications for all concerned because they undermine their credibility.**
- 2. To explain that if left unchecked plagiarism is a serious threat to the integrity of learning programs, and thereby a threat to the reputation of the college**
- 3. To explain what Plagiarism is, the consequences of it and what to do to avoid it.**
- 4. To provide guidelines on how to deal with the issue. It is important all teaching staff and students in the college carefully read the policy together with the guidance and warnings set down by the Joint Council for Qualifications (JCQ).**



Guidance for Students

What is Plagiarism?

Plagiarism simply described, is the use of other peoples' words, ideas or discoveries without acknowledgement.

Plagiarism is widely acknowledged as unacceptable:

There are several definitions of plagiarism, but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own. The JCQ General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures define plagiarism as: "unacknowledged copying from or reproduction of published sources or incomplete referencing;"

This means that whether you have researched from the internet, or sourced relevant journals, or worked with other students on the planning of an essay or report, you must make sure that the final version of your thoughts is rearranged into words that are definitely your own. 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.

Why is plagiarism wrong?

- It is fundamentally dishonest
- Learners who commit plagiarism are seeking an unfair advantage over other learners
- Learners who commit plagiarism are devaluing the value of the qualification they seek
- It is disrespectful to their Assessors, and a betrayal of their trust

What are the consequences of plagiarism?

- Learners who commit plagiarism learn far less than those who do not
- Assessment procedures are compromised if the work submitted is not the learner's own
- Assessors are unable to form correct decisions on the progress of individual learners
- It may result in legal action due to infringement of copyright laws
- It may be penalised by failure in one or more components of a course
- It could be unfairly interpreted as professional incompetence on the part of the Assessor.

Why does plagiarism happen?

There are many reasons. Learners may:

- not understand what is meant by plagiarism, because it has never been explained to them
- not believe plagiarism to be wrong: they download music, video clips and games all the time

- not understand the concept of individual ownership of ideas and words have misconceptions about the ownership of electronic material
- struggle to differentiate between intellectual property rights and common knowledge
- regard the conventions of academic documentation as unimportant or irrelevant to them
- lack referencing skills, and therefore be unable to record and cite sources correctly • lack the study skills, research skills and writing skills needed to produce the work required
- not know how to adapt published literature sources so that they do not require citation
- regard plagiarism as a short cut to success

What can I do to avoid plagiarism and why is it important to avoid Plagiarism?

During induction to your programme, you signed a code of conduct, agreeing to comply with the study and behaviour requirements of the College.

In order for your genuine knowledge and understanding to be accurately assessed, you must produce work which is presented, created and compiled by yourself alone. Anything else is dishonest and false and is very often easily identified.

Plagiarism is very easy to avoid. The standard method is to acknowledge all of your sources of information. This can be done by:

- re-write material that you are using from any source in your own words
- reference the source of any thoughts and ideas that you have re-written so that you are acknowledging where you found these ideas, theories, illustrations and diagrams
- put anything taken word for word in quotation marks and state where you took this material from
- only use a quote as an example or illustration of a point made or concept expressed in your text – keep it short and to the point
- list all sources (books, magazines, internet) at the end of your essay or project. Write them up using the Harvard or similar format
- seek advice from your course team, personal tutor, or the learning centre staff on how to reference and provide a bibliography.

How Barnet Southgate College deal with plagiarism:

Firstly, all student work to uphold academic integrity will be handed in via the College online systems that use a programme called “Turnitin” which is an Internet-based plagiarism detection service. Teaching staff will also use other techniques that will be used to monitor your assessed work and detect plagiarism.

If, when your work is assessed, and plagiarism is clear (word for word, or with one or two words/the format changed), the work you have completed will be voided for assessment. It will not be accepted.



An alternative opportunity for re-assessment will be given to you, according to the course team's assessment policies and guidelines. This could include using different assessment methods to reduce the opportunity of plagiarism.

If a member of staff deems that a student has plagiarised within their work (e.g. homework, coursework or UCAS application), the student will be given sufficient time to demonstrate that the work they have produced is their own.

As a result of the investigation, various courses of action may be possible, including:

- you are required to resubmit evidence for the assessment
- you are required to submit new evidence for the assessment
- you are required to submit new evidence for the assessment, but your grading outcome may be affected, and you may be placed on a stage of the disciplinary process (check your course handbook for details of the process)

If a member of staff deems that a student has plagiarised within their mock or formal exam. Where possible the student will be asked to resit the exam or in a formal exam the Awarding Organisation will be informed, and their procedures will be followed, along with JCQ rules.

The member of staff handling the case will ensure that they make the student's Personal Tutor aware of the situation to work with the student to improve on the academic work.

If the student continues to plagiarise despite a first warning, the subject teacher will inform the Personal Tutor and a meeting will be held (please refer to Barnet Southgate College Positive Behaviour Policy). If a student persists in plagiarism despite previous warnings Senior Management/Head of Centre will be informed to investigate to make a final decision and actions on the situation following College, JCQ and Awarding Organisation policies and procedures.

What happens if I don't agree with the assessment?

If you disagree with an assessment, and you are unable to reach agreement after discussion with the assessor, you can follow the College Appeals Procedure, where your reasons for appeal must be submitted clearly in writing.