

All Saints Academy Sixth Form

Plagiarism Procedures

Plagiarism is the use of someone else's work and presenting it as your own. This can be in written, verbal or physical form.

Staff can recognise plagiarism by monitoring the quality and content of work provided by students on a regular basis. By setting work which requires a similar structure to that of assessed work, staff can compare the quality of work submitted. Staff can look out for unusual phrasing, grammar, vocabulary or structure that may not be the norm for that student. In addition, staff can use search engines or text books to compare words written by students to that available online or in hard print.

It is everyone in the Academy's responsibility to check for plagiarism. Class teachers should undertake regular monitoring and share concerns with Curriculum Leaders, the Examination Officer, Head of Sixth Form and Principal of the school (Head of Centre). Students should also raise concerns with their tutor, teacher or Head of Sixth Form.

To prevent plagiarism, staff must teach about researching and referencing early in the academic year. Students will also receive guidance about referencing and researching during their enrichment sessions in their first term. Students and staff will be provided with guidance leaflets from the Joint Council for Qualifications website. This guidance is also available on the Sixth Form notice boards.

<http://www.jcq.org.uk/exams-office/information-for-candidates-documents>

If plagiarism is suspected then the procedures below must be followed:

1. Identify the suspected area of plagiarism and highlight it on the students work. Where possible, identify where it has been plagiarised from and keep this available for comparison.
2. Inform Curriculum Leader, Examination Officer, Head of Sixth Form and Principal via email.
3. Report the student on SIMs using B3: Plagiarism and ensure a B3 form contains in depth information of the suspected plagiarism and photocopies of the student work and plagiarised items.
4. The Curriculum Leader and class teacher inform the student of their concerns and acquire a B3 statement from the student.
5. Provide B3 forms to the Head of Sixth Form to be reviewed.
6. Find the procedures for reporting plagiarism on the examination board website:
 - a. The student is able to edit their work and adjust it to remove the plagiarised sections. The student work must be remarked and compared closely to the original piece.
 - b. The examination board must be notified and their decision will be pending. Inform the Curriculum Leader, Examination Officer, Head of Sixth Form and Principal via email of the decision made by the examination board.

It is advised that all students and staff read the guidance notes from the Joint Council Website regarding plagiarism: <https://qualifications.pearson.com/content/dam/pdf/Support/malpractice-and-plagiarism/Plagiarism-in-Examinations.pdf>