

Blenheim High School

DEALING WITH PLAGIARISM IN EXAMS

The Exam Regulations state that coursework submitted for assessment must be the student's own. Plagiarism breaks these regulations and can carry very serious penalties. Blenheim High School is committed to ensuring that all coursework submitted satisfies the Boards' requirements; any cases of plagiarism detected prior to submission to the Board will be dealt with in accordance with this policy, so that all are dealt with firmly and fairly.

Supporting Notes:

Defining Plagiarism

Plagiarism is basically taking someone else's work and presenting it as one's own. This can arise from a failure to acknowledge sources properly or submitting work which has actually been written by another, either a peer or previously submitted work which has been made available on the internet. It is also against the regulations to knowingly allow another candidate to copy one's work.

Preventing Plagiarism

There are a number of steps that must be taken to prevent plagiarism:

- The JCQ issue a document entitled *Notice to Candidates: Coursework and Portfolios*. The Examinations Officer must issue this document to each student at the beginning of Yrs 10, 11, 12 and 13.
- All students in Yrs 10, 11, 12 and 13 must be reminded of exam regulations during an Assembly. During this Assembly, Key Stage Co-ordinators will specifically refer to the regulations as regards the submission of coursework, spelling out clearly the penalties for submitting plagiarised work.
- Teachers must ensure that each student understands how to reference their work properly, teaching the convention of using footnotes and bibliographies and the use of quotations where sources are quoted directly.
- Teachers must set students reasonable deadlines for the submission of work, with interim deadlines to allow for the identification of potential problems. It is the teacher's responsibility to ensure that students have been given ample opportunity to present their work, and to resolve any problems that have arisen, before the final deadline.

Teachers must investigate any work they suspect has been plagiarised. To accept plagiarised work encourages the spread of this practice.

Dealing with Plagiarism before the *Candidate Authentication Statement* has been signed

Such cases are the responsibility of the Centre and are dealt with as follows:

- Teachers must, immediately plagiarism is suspected, interview the student(s) involved
- If plagiarism is detected before the submission deadline, the guilty student(s) should be required to redo either the whole coursework or the plagiarised section; if necessary, coursework should be rewritten under controlled conditions

- If plagiarism is detected after the submission deadline, students should be awarded zero for any part of the coursework which is not their own. Students who have knowingly allowed their coursework to be copied by another may also receive zero
- The submission deadline referred to above, is the deadline imposed by the Curriculum Area, not the date for submitting coursework marks to the Board
- Plagiarised coursework, which has wholly or partially received zero, may be requested as part of the moderation process; in this case, it must be submitted in its entirety and details of any work which is not the candidate's own or which has received zero for any other reason must be recorded on the coursework/portfolio cover sheet.

Students who have been awarded zero for any part of their coursework, may, if they feel the decision is unfair, submit an appeal in accordance with the *Internal Assessment Appeals Policy*.

Dealing with Plagiarism after the *Candidate Authentication Statement* has been signed

Such cases must be reported to the Awarding Body, once an investigation has been carried out and it is their decision as to what penalty should be imposed. Penalties may be:

- Awarding the piece(s) of work zero
- Disqualifying the student(s) from that unit for that exam series
- Disqualifying student(s) from the whole subject for that exam series
- Disqualifying student(s) from all subjects and barring them from entering again for a period of time

Dealing with Plagiarism detected by the Awarding Body's moderator or examiner

Full details of the allegation will be reported to the Centre, who will then be required to carry out a full investigation and to submit a written report. The Awarding Body will then consider the case as above.