

## **Plagiarism Policy**

### **Plagiarism Policy with Guidance and Warnings**

The plagiarism policy is an attempt by Limm Skills Academy to identify the problem and give staff and students guidelines on how to deal with the issue. It also sets out for staff and students clear procedures on the issue. It is important all teaching staff and students in Limm Skills Academy carefully read the policy

Limm Skills Academy will make sure that:

1. All teaching staff carefully read the policy, guidance and warnings on plagiarism.
2. All staff carrying out internal or external assessed work must make students aware of the guidelines on plagiarism. They must explain how to cite any work that is not their own and include all resources used in a bibliography.
3. All tutors and assessors before the main examination and coursework period must make students aware of Limm Skills Academy plagiarism policy.
4. Teaching staff that suspect any student's work, which is not examination, based and is plagiarised should deal with the issue. They should make students aware of the issue and penalise them through internal mark schemes if relevant. If a student persistently plagiarises the issue should be reported to the Internal Verifier or Director of Limm Skills Academy. The Director and the Internal Verifier of Limm Skills Academy will see the student and make them fully aware of the penalties imposed by the exam board and monitor the student's work. If the plagiarism still continues an Amber alert should be issued and the Head of Division should be informed.
5. If teaching staff suspects plagiarism with examination work then the Director should be alerted immediately to the issue. The Internal verifier or the Director of College will deal with it depending on the severity of the plagiarism. If it is a minor offence such as the student forgetting to include a resource in the bibliography or failing to cite a small amount of text and the student can be given time to rectify this before the exam deadline then this should be dealt with by the internal Verifier. If it is a more serious offence involving students copying work, collusion or major sections of work plagiarised then Director of Limm Skills Academy. Limm Skills Academy will then take appropriate action. In the majority of cases this will involve informing the exam board of the offence.

All candidates must receive guidance on how to cite any work that is not their own. They must be aware that all resources used must be included in a bibliography. It is vital that all Internet sites are also clearly shown.

**It is important to make sure students:**

- Always cite the sources of ideas and all resources used in a bibliography
- Do not reproduce verbatim or near verbatim extracts from other resources, e.g. textbooks, Internet
- Note that quotations shorter than two lines (approx) or 20 words (approx) may be included in inverted commas in the normal run of text (source clearly shown in the Bibliography)
- Realise that longer quotations should be indented and could be shown in a different font
- Try to avoid quotations longer than 200 words
- Try to avoid the over use of quotations in their work
- Use numbered footnotes for elaborations, elucidations, asides and associated points that would otherwise clutter the text. They should be placed in a footer on the relevant page or in a separate list at the end of the assignment (before the bibliography)
- Use appendices for substantial elaborations, e.g. copies of questionnaires, documents, and newspaper reports.
- When including charts, graphs and tables put them in the main text, but they must be numbered and referenced
- Use the Harvard system, which is a simple name date system. Care should be taken with the references, the important point to remind students' is to be consistent

**Examples:**

Kelly, A (2003) Decision making using game theory, Cambridge: Cambridge University Press

Ratcliffe, M (1992) The implementation of criterion referenced assessment in the teaching of Science, Research in Science and Technology Education, pp 171-85

- Generally and where appropriate, the anonymity of those who participated in research should be preserved, e.g. questionnaires, psychology experiments

**PLAGIARISM**  
**Candidate Malpractice with Coursework**  
**and Written Examinations.**

**GUIDANCE AND WARNINGS**

### **Penalties for Malpractice**

What happens if you hand in work that is not your own?

It goes without saying that the work that you submit **must be your own**. Staff and exam boards are interested in what the student has learnt and not what someone else has learnt.

Penalties as advised by the JCGQ (Joint Council for General Qualifications) Guidance for Instances of Suspected Malpractice in Examinations based on the requirements of QCA.

The JCGQ states that awarding bodies apply penalties from a defined range which reflects the circumstances of each particular case.

There are 3 areas to pay particular attention to:

#### **1. Plagiarism**

'The failure to acknowledge sources properly'

There is always a temptation to copy text that is found, word for word, and not give any reference as to where the text was found and who wrote it. This is, in effect **plagiarism** and is not permitted at any time.

Limm Skills Academy and examination boards take plagiarism very seriously. The following penalties are set down by the JCGQ.

#### **Plagiarism Offence 1**

The candidate is unaware of how to attribute sources correctly or the regulations about plagiarism. A substantial part of the work is the candidate's own.

Penalty:        Warning penalty 1

#### **Plagiarism Offence 2**

Plagiarism from work cited in bibliography. It is not clear which parts are original and which parts are quoted.

Penalty:        Loss of marks – penalty 2 – 4

### **Plagiarism Offence 3**

Plagiarism text becomes the substance of the work submitted. It is not listed in the bibliography. There is no clearly distinguished work for which a mark can be safely given.

Penalty: Loss of aggregation or certification opportunity – penalty 5 – 10

### **2. Collusion**

‘Agreement with others who are trying to deceive or cheat’

For many of the units of study you will be working together with your colleagues. In some cases you will be using the same resources. However, the assignment must be a reflection of your own individual findings. It is important to submit the evidence of your own work. Don't let others get the concept for your work.

#### **Collusion Offence 1**

Collaborative work is apparent in few areas, but possibly due to teacher advice; candidate unaware of regulations.

Penalty: Warning Penalty 1

#### **Collusion Offence 2**

Collaborative work begins to affect examiner's ability to award a fair mark to individual candidates.

Penalty: Loss of marks (aggregation still permitted) – penalty 2 – 4

#### **Collusion Offence 3**

Work of candidates reflects extensive similarities and identical passages, possibly due to deliberate attempt to share work.

Penalty: Loss of aggregation or certification opportunity – penalty 5 – 10

### **3. Copying from another candidate**

There may be the temptation to copy from other students' work, especially if you have not planned your time and are close to a submission deadline. The advice is plan your time well and do not copy other students' work. For copied work the following penalties apply.

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**GUIDANCE AND WARNINGS**

**Copying Offence 1**

Lending coursework, not knowing it would be copied.

Penalty: Warning penalty 1

**Note:** This penalty affects the lender

**Copying Offence 2**

Permitting examination script/coursework to be copied; showing other candidates the answers

Penalty: Loss of marks (aggregation still permitted) – penalty 2 – 4

**Note:** This penalty affects the lender

**Copying Offence 3**

Copying from another candidate's script/coursework; borrowing coursework to copy

Penalty: Loss of aggregation or certification opportunity – penalty 5 – 10

**Note:** Penalty affects the person copying

Year on year there are students who try to copy work and pass it off as their own. Assessors, examiners, moderators and the exam boards are giving this area very high priority at the moment.

## **Standard Joint Council for General Qualifications Penalties (JCGQ)**

### **Penalty**

1. Warning (centre can be advised to give warning)
2. Loss of all marks gained for single piece of coursework
3. Loss of all marks gained for a component
4. Loss of all marks gained for a unit
5. Disqualification for the unit
6. Loss of all marks gained from all components/units in a single qualification taken during the series
7. Disqualification from the whole qualification
8. Loss of all marks gained from all components/units in all qualifications taken during the series
9. Disqualification from all qualifications taken in that series
10. Barred from entering for one or more examinations for a set period of time.

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I have read and understood Translation Policy.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_.

Date: \_\_\_\_\_