

Strathearn School

Anti-Plagiarism Policy

RATIONALE

The school is committed to enabling every pupil to achieve at her highest potential. Pupils are encouraged to put their best effort into every piece of work completed in every subject area and to take pride in the work they submit to subject teachers and/or examining boards. To this end, any work submitted by a pupil should represent the pupil's own efforts.

AIMS

- To define plagiarism
- To set out best practice with regard to research and referencing
- To set out the responsibilities of staff, pupils and parents in ensuring that any work submitted by a student represents 'her own work'
- To set out procedures for identifying and dealing with plagiarism when it occurs

DEFINITION

The Joint Council's *Guidelines for Dealing with Instances of Suspected Malpractice* defines plagiarism as: "***The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own.***"

Plagiarism may take the following forms:

- copying the work of another pupil that is to be assessed;
- using the work of another person and passing it off as one's own
- copying material from textbooks and/or the Internet and passing it off as one's own;

The School recognises that the issues regarding plagiarism are different in the junior school (where work is submitted, moderated and marked internally) than they are in the senior school (when work is often submitted to examining boards forming part of the assessment process for GCSE/AS/A2 qualifications).

The School also recognises that promoting best practice in research and referencing in the junior school will reduce the likelihood of plagiarism arising in the senior school.

In the senior school, plagiarised material submitted to examining boards as part of the assessment for external examinations will be subject to sanction in line with the JCQ¹ regulations.

¹ JCQ – Joint Council of Qualifications : Handbook for Assessed Materials

RESEARCH AND REFERENCE – Best Practice

(See Appendix One and Two)

RESPONSIBILITIES

The Responsibilities of Pupils

We expect our pupils to:

- refrain from becoming involved in any form of plagiarism;
- refrain from providing any assessed work to another pupil for copying;
- refrain from inviting any others to become involved in plagiarising work;
- report to a member of staff any suspected incidents of plagiarism.

The Responsibilities of Staff

Our staff will:

- address the issue of plagiarism through classroom teaching by explaining the definition of plagiarism and the rationale for producing original work;
- will teach referencing and provide pupils with exemplar material;
- be alert to signs of plagiarism in class work, homework and coursework;
- investigate cases of suspected plagiarism;
- report suspected cases of plagiarism to the Head of Department/Form Tutor/Head of Year/Head of Key Stage/Curriculum VP as appropriate (refer to Appendix 3);
- apply the relevant sanctions (refer to Pupil Discipline Policy) and liaise with parents as appropriate.

The Responsibilities of Parents

We expect our parents to support their daughter(s) and the School by:

- advise and remind their daughters not to share any assessed work for or accept any form of plagiarism;
- encourage their daughter(s) to research and produce their own original work;
- look out for signs of pressure, stress or disorganisation that might lead their daughters to become involved in any aspect of plagiarism;
- accept and uphold any action taken by the school in line with this policy and the School Discipline Policy if an incident of plagiarism is confirmed.

Procedures for dealing with suspected incidents of plagiarism.

The 4 steps for dealing with suspected plagiarism are:

1. Investigating the suspected plagiarism;
2. Interview the pupil(s) involved;
3. Action where plagiarism has occurred;

Step 1 Investigating the suspected plagiarism

Having suspected that some plagiarism has occurred, the teacher will gather the evidence and make copies if necessary. The teacher will then consult (as necessary) with the Head of Department to agree the nature and seriousness of the suspected plagiarism.

Step 2 Interview the pupil(s) involved

All interviews should take place in a confidential, secure and appropriate location. If more than one pupil is involved they should be interviewed separately.

During the interview, the teacher should:

- (a) listen carefully to the pupil's explanation.
- (b) remind the pupil that plagiarism is a breach of the Pupil Discipline Policy and is taken seriously;
- (c) show the evidence to the pupil;

The teacher should then consider all the evidence and make a judgement as to whether or not plagiarism has occurred.

Step 3 Action where plagiarism has been established

If it has been established that plagiarism has occurred, then unless there may be mitigating circumstances which require further investigation or reference to the Pastoral VP, the teacher should inform the pupil of the sanctions to be applied.

As there are different levels of plagiarism each will require an individual and appropriate response. Sanctions range from a verbal warning, withdrawal of privileges to detention as indicated in the Pupil Discipline Policy. It may also be necessary to have the work repeated under supervised conditions.

Depending upon the nature and seriousness of the incident, it may be appropriate that the subject teacher, Head of Year or Department, or the Curriculum VP inform parents of the situation. Assessed work for other subject areas may then be reviewed.

Please Note:

Staff (in consultation with the Vice-Principal) are required to pass information to the examining boards if it is believed that work submitted towards public examinations has been plagiarised. In this case the issue will be dealt with under the appropriate policies of the examining board(s).