



NCS Plagiarism Policy

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| Date: 28 th April 2024 |
| Review date: no later than 1 st May 2025 |

Plagiarism, cheating, collusion and attempting to obtain an unfair academic advantage are forms of academic misconduct and are entirely unacceptable for any learner at Newham Collegiate Sixth Form (The NCS). This policy defines what the Sixth Form means by plagiarism, gives guidance to staff to help prevent the occurrence of such misconduct, determines the procedures to be adopted in suspected cases and indicates the academic penalties which may be appropriate in proven cases.

In establishing this policy, the Sixth Form is seeking to maintain the integrity of its academic awards and procedures and to give any learners affected a fair opportunity to respond to any allegation of academic misconduct.

The NCS is fully committed to enabling every student to achieve at their highest potential. Students 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. When students plagiarise, they threaten the integrity of the entire institution and they devalue the legitimate academic accomplishments of all students.

Plagiarism Definition

The Joint Council for Qualifications (JCQ), in their Guidelines for Dealing with Instances of Suspected Malpractice defines plagiarism as: “unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and Artificial Intelligence tools)”.

Plagiarism and/or academic misconduct may take the following forms:

- copying coursework
- copying home learning
- 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;
- use of Artificial Intelligence (e.g. ChatGP) to complete work and passing it off as one’s own.

When being set work to submit to teachers and/or exam boards students will use a variety of sources to help them answer questions; this is seen as an important part of the learning process. However, it is expected that students will use these sources to develop their knowledge which they then express in their own words. Copying sentences, paragraphs, mathematical and/or scientific notation from other sources is simply not acceptable. Equally unacceptable is copying directly from mark schemes or from other students’ work.

Students

We expect our students to:

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

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;
- teach referencing and provide students with exemplar material;
- be alert to signs of plagiarism in home learning and coursework;
- investigate cases of suspected plagiarism;
- report suspected cases of plagiarism to the Head of Department/SLT
- apply the relevant sanctions and liaise with parents as appropriate.

Parents

We expect our parents to support their child(ren) and the School by:

- advising and reminding their child(ren) not to share any work that has to be submitted or accept any form of plagiarism;
- encouraging their child(ren) to research and produce their own original work;
- looking out for signs of pressure, stress or disorganisation that might lead their child(ren) to become involved in any aspect of plagiarism and, where there are genuine concerns, reporting these to the School;
- accepting and upholding any action taken by the School in line with both this policy and the Behaviour Policy if an incident of plagiarism is confirmed.

Procedures for dealing with suspected incidents of plagiarism. The 3 steps for dealing with suspected plagiarism are:

Step 1. Investigate the suspected plagiarism.

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

Step 2. Interview the student(s) involved

Interview the student(s) involved. If more than one student is involved, depending on the incident, the teacher will use their professional judgement to decide if students are spoken to separately or together. During the interview, the teacher should:

- listen carefully to the student's explanation;
- remind the student that plagiarism is academic misconduct and a breach of the Behaviour Policy and is taken seriously;
- show the evidence to the student.

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

Step 3. Take action where plagiarism has occurred.

If it has been established that plagiarism has occurred, the teacher will inform the Head of Department and apply the appropriate sanction. The Behaviour Policy makes it clear that copying others' work, plagiarism and cheating in coursework, home learning, tests or internal examinations are serious offences that may result in formal warnings or sanctions. Depending upon the nature and seriousness of the incident, it may be appropriate that the subject teacher, Head of Year or Department, or the Deputy Head Academic inform parents of the situation. Submitted work for other subject areas may then be reviewed.

Sanctions could include one or a combination of the following:

- Detention/s
- Informing parents/carers
- Student will be given the opportunity to redraft the work in their own words and/or images and to properly acknowledge and credit, through direct quotes or otherwise, the original authors and/or sources. The work may then be re-submitted.
- Redrafting a piece of work/retaking a test/examination; redoing a home learning
- Receiving no grade for the assessment
- For continual plagiarism, a student may be internally excluded or suspended from the Sixth Form.
- Continued plagiarism will be referred to in any references e.g. UCAS and/or employment references.

