



# Plagiarism Policy

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# Varndean College

## Plagiarism Policy

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### A) Introduction

Varndean College recognises the importance of academic honesty to the whole college community, since we will only be able to inspire our students to achieve their full potential if they have a due regard for integrity and honesty in all their actions.

All work submitted for assessment by students must be their own work. This means that the following are not permitted:

- copying all or part of a piece of written work from the internet or elsewhere and passing it off as their own (whether or not it has been paid for)
- copying all or part of an image from the internet or elsewhere and passing it off as their own
- copying or paraphrasing and incorporating the work of someone else into their own assignment without acknowledgement
- getting an individual or a group of people to write all or part of their work

However, the following activities are permissible:

- Quoting from or paraphrasing other sources, as long as these are acknowledged (for example in the text or in footnotes to it) and referenced in the bibliography.
- Receiving feedback (e.g. from a parent, friend or teacher) on draft work, as long as this does not involve them in producing part or all the assignment itself
- Collaborating on a group assignment, as long as this is declared as such to the assessor and moderator

### B) Preventing Plagiarism

Course tutors will encourage students to develop the habit of acknowledging sources and copyright through footnotes and bibliographies, lists of sources and acknowledgement of assistance.

These are skills which should be introduced via the tutorial programme and reinforced in each course.

Tutorial teachers (or IB Personal Tutors) will explain the plagiarism policy and statement to all students as part of the induction process.

The College will inform all new parents/carers about the plagiarism policy and statement.

All tutors supervising assessed work will issue accurate and appropriate guidance about avoiding plagiarism and also about referencing other sources, including books, journals and electronic sources, such as the internet.

Guidance about avoiding plagiarism will also be issued via the Library and the open access IT room.

Through the tutorial programme and the student contract, tutors will communicate and reinforce expectations and standards with regard to avoidance of plagiarism.

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Schemes of work should include formative tasks to help students develop good practice in referencing. Feedback on written work should include comments on referencing

Tutors should explain what constitutes plagiarism in their courses and the seriousness of the issue. Information on this issue should be in the student handbook and coursework assignment briefs for each course.

IBDP students will be directed to the section on academic honesty in the College's Extended Essay Guide and the DP Co-ordinator will reinforce the regulations there when introducing the Extended Essay.

Course tutors should be vigilant for plagiarism and to guard against it. Students need to be told that this will be the case.

Course tutors are required to verify that, to the best of their knowledge, the coursework handed in is that of the student and has not been wholly or partly plagiarised. They must not authenticate work they do not believe to be original.

Course tutors should therefore expect students to produce a draft ahead of the final version, where course regulations permit this. If students do not do this, tutor should scrutinise their work particularly carefully for plagiarism and may refuse to accept the coursework.

### **C) Students have the right to appeal**

Coursework supervisors should carry out random searches using search engines through the year to check whether assignments have been plagiarised. Course tutors should particularly use search engines to check any work they suspect may not be original.

When a student produces a coursework assignment or portfolio they will be required to sign a form guaranteeing that the work is their own.

### **D) Consequences of Plagiarism**

The College takes plagiarism – essentially the theft of another person's ideas or work – very seriously and will take action whenever it is discovered.

The College's disciplinary procedures will be used when a student has been shown to be plagiarising. As cheating is dishonest it will be dealt with using the final (blue) stages of the student behaviour management procedures which can potentially require a student to leave College.

Plagiarism or allowing another candidate to copy their work may lead to disqualification from at least the subject concerned.

### **E) Procedures for Dealing with Cases of Suspected Plagiarism**

Awarding bodies' regulations on academic misconduct and plagiarism will be followed (including for IBDP students, those laid out in section A8.1 of the Handbook of Procedures of

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the Diploma Programme” and the section of the “General Regulations: Diploma programme, Articles 20-21).

If a tutor suspects plagiarism or academic misconduct has taken place it must be acted upon. The appropriate Head of School should be informed before the issue is raised with the student.

Where a student has been found to have plagiarised coursework or an assessment in one subject, their work for other subjects should also be scrutinised.

Where work relies too heavily on a particular source but stops short of plagiarism this should be reflected in the mark awarded and the comments made on the work.

If plagiarism or academic misconduct is discovered prior to the date for final submission, the Programme Leader should resolve the matter, in consultation with the appropriate Head of School. The final decision on whether or not to submit work for that unit should be made by the Head of School.

If plagiarism is detected early enough, it may be possible to submit a replacement assignment, but none of the work which contributed to the misconduct should be submitted.

If plagiarism is discovered at a late stage and the work of a student cannot be authenticated, then no mark should be given for that work and no work will be submitted for that unit or part of a unit.

Where possible a meeting with the student should take place and the student will be informed of the appeals procedure. A letter will go to the student and to their parents with a copy placed in their file.

### **Other relevant documents:**

- The Examinations Policy (details of appeals procedure)