Brockenhurst College

PLAGIARISM POLICY

Introduction

Brockenhurst College is committed to ensuring that plagiarism is detected, investigated and the appropriate sanction applied. As a College we are responsible for ensuring that the assessments learners undertake are a fair and accurate representation of their work and of the knowledge and skills they have attained.

The objectives of this policy are:

- To enable learners to understand what is meant by plagiarism
- To give examples of plagiarism
- To enable learners to produce high quality work which is their own and meets the demands of their studies
- To set out how instances of plagiarism will be treated.

What is plagiarism?

There are several definitions of plagiarism according to the Joint Council for Qualifications (Pearson, AQA, City & Guilds, WJEC, CEA, OCR), however they all have in common the idea of taking someone else's intellectual effort and presenting it as their own. The JCQ General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures define plagiarism as "unacknowledged copying from or reproduction of published sources or incomplete referencing. Mostly plagiarism refers to copying from published texts whether in print or the internet, but it can also refer to essays or pieces of work previously submitted for assessments by others or manufactured artefacts. Text can be copied by being memorised and reproduced.

According to JCQ's guidelines a strict interpretation of the above definition would include the original ideas as well as the actual words or artefacts produced by another. Unless the candidate has submitted an extensive and unacknowledged paraphrase (amounting to more than 50%of the total) of another person's writings, however the Awarding Organisations would not include paraphrasing under the definition of plagiarism. Instead assessors should reflect the incidence of any paraphrasing in the way they apply the markscheme/assessment criteria. Plagiarism will cover the direct and unacknowledged translation of foreign language texts into English.

For JCQ plagiarism does not include collusions, that is, working collaboratively with other candidates: neither does it include copying from another candidate in the same examination sessions – both these are defined as different forms of malpractice.

Plagiarism involves copying another person's work, ideas and words and passing it off as one's own. It is fundamentally dishonest as it suggests that a learner is seeking an unfair advantage over other learners. It discredits the qualification and is disrespectful to lecturers/assessors.

Responsibilities:
It is the responsibility of all learners and staff of Brockenhurst College to ensure that learner work submitted for the purpose of assessment is the learner's own work.

It is the responsibility of learners to:
- Read the College's plagiarism policy and malpractice policy and the JCQ Information for Candidates documents
- Ensure that work submitted for assessment is their own work
- Ensure that the words and arguments of others are appropriated, cited and referenced using an accepted referencing system (e.g. the Harvard referencing system)
- Complete the declaration to acknowledge and confirm that the work submitted is their own.
- Avoid sharing electronic versions of their work with other learners

It is the responsibility of teachers and assessors of Brockenhurst College to:
- Follow JCQ (Pearson, AQA, City & Guilds, WJEC, CEA, OCR) guidelines on plagiarism in assessments and malpractice
- Accept the obligation to authenticate the work which is submitted for assessment.
- Teachers/assessors must confirm that that work produced is solely the work of the candidate concerned.
- Teachers/assessors MUST NOT accept work which is not the candidates own. If plagiarism is discovered prior to the signing of a declaration of authentication the incident need not be reported to the Awarding Organisation, but the College will deal with the matter in accordance with its own procedures.
- Explain at induction what is meant by 'plagiarism' and other forms of academic misconduct and hand out to all candidates the JCQ Notice to Candidates (www.jcq.org.uk/exams-office/information-for-candidates-documents). In addition, for Higher Education Learners on Foundation Degrees and BA (Top-up) candidates must be made aware of the University of Chichester's academic regulations and submit work via Turnitin
- Draw the learners' attention to the College's policies on plagiarism and misconduct and the consequence of non-compliance
- Emphasise to learners the unethical nature of plagiarism and why it is wrong
- Model integrity themselves
- Ensure that learners have the knowledge and skills required to minimise the risk of plagiarism by teaching them to reference correctly and insisting that referencing and bibliographies are used from day 1
- Include a bibliography referencing the sources of information
- Authenticate the submission of the learner work as required
- Ensure Assignment/coursework front sheets contain a statement which reads
"I understand how I will be assessed for this assignment and I am aware of the outcomes and criteria this assignment meets for the unit. I confirm that all of the work submitted is my own, and I have referenced any sources of research and information I have used."
and must be signed by the student. Any pieces of work that do not have this signed statement are inadmissible
- Ensure plagiarism checks will feature in the internal quality assurance process.
- Report and record incidents of plagiarism.

Contract Cheating - as defined by the QAA

"'Contract cheating' happens when a third party completes work for a student who then submits it to an education provider as their own, where such input is not permitted. It is distinct from collusion, as the student contracts the third party to provide the assessment, usually a company or individual using a website to promote themselves and receive orders. Such companies have become known as 'essay mills', even though they supply more than just essays. The common approach is for the work to be outsourced once again by the mills to individual writers"

Any learner found to be submitting work that has been completed by a third party will be subject to all of the necessary College Policies. This will also include Fitness to Study and Practise Policy.

Disciplinary Procedures for Plagiarism and Contract Cheating

- If plagiarism is suspected an investigation will be carried out and the learner will be asked to provide sources of evidence to demonstrate it is their own work
- Learners will be interviewed by the subject lecturer in the first instance, and in cases of doubt referred to the Head of Curriculum, who will inform the Assistant Principal Learning and Quality.
- If valid evidence is not produced, then the learner will be placed on the College's Behaviour and Learner Disciplinary Policy and Procedure. Also the Learner Disciplinary Policy and Procedure Suspension Tariff,
- For all 2021 internal exams and assessments, if an investigation shows plagiarism has taken place, all occurrences will result in a 0% grade being awarded for that individual assessment. This will have an impact on the final Teacher Assessed Grade awarded.

- Any decision on the outcome will reflect the weight of evidence and the minor or major nature of the case, as will the sanction.
- Where required the learner may be offered support through college or external agencies

Complaints and Appeals

If the student feels they have been treated unfairly they should follow the College Complaints and Appeals procedure.

Associated Documentation
Appeals Procedure
Apprenticeship Provision, Monitoring and Tracking
Assessment Boards Policy and Procedure
Assessment Malpractice Policy
Controlled Assessment Policy
Data Protection Policy
Development of Learning Strategy
Equality and Diversity Policy
Fitness to Study
Learner Disciplinary Policy and Procedure
Positive Behaviour Policy - DELETE
Quality Strategy
Safeguarding
Set Work Submission Policy

Supporting Learners and Staff with Medical Conditions
Teaching and Learning Policy