

Bishop Vaughan Catholic School

Plagiarism Policy

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Rationale

Bishop Vaughan Catholic School has an obligation to assessment bodies, its students, employers and society in general to ensure that the qualifications its students receive are a fair and accurate representation of their work, and of the knowledge and skills attained. Plagiarism and other forms of cheating undermine the value of qualifications for all concerned because they undermine their credibility. If a student passes an assessment or gets a qualification by unfair means, then this is unfair to those who have achieved the same qualification fairly.

For these reasons, the school will take appropriate measures to ensure that a student's work is, in fact, their own and that plagiarism and other forms of cheating have not taken place. The school will take action where plagiarism is detected. The school will also ensure that all pupils and staff are aware of the importance of referencing their work properly, as this is a requirement of increasing numbers of courses, including the Advanced Skills Baccalaureate Wales.

What is plagiarism?

“Plagiarism occurs when an author attempts to misrepresent as original, existing and unacknowledged material or ideas from another person, source or (in the case of self-plagiarism) their own work.” (PlagiarismAdvice.org)

However, this definition covers a range of degrees of seriousness and intent. Students may be motivated, for example, by laziness as well as by a direct intent to obtain a qualification unfairly. In practice, it can also be difficult to distinguish between deliberate plagiarism and failure to acknowledge sources appropriately. There is a clear difference of degree between poor referencing of a quotation and deliberately passing off an entire piece of work with the intention of obtaining a qualification unfairly.

There is also a very clear difference between the student seeking help with homework or coursework and having someone else do the work on his or her behalf. The latter is cheating and undermines the value of the student's achievement, whether this relates to an internal grading or a recognised qualification.

Whether it is intentional or not, plagiarism presents a problem when it interferes with the accurate assessment of a student's ability.

Plagiarism in School

Plagiarism in school occurs when pupils

- Copy the work of another pupil

- Copy from a source without acknowledging that source (including themselves)
- Download information directly from the internet and pass it off as their own
- Allow someone else to complete work on their behalf

The teaching staff at Bishop Vaughan will ensure that:-

- Their students know where to seek information and how to reference it correctly (using the Harvard system of referencing)
- Their own work is referenced correctly
- All submitted work includes a reference section as necessary.
- They alert Heads of Department and Heads of Year to any suspicions of plagiarism.
- They do not accept information taken from the internet and passed off as pupils' own work.

The pupils at Bishop Vaughan will ensure that:-

- All work submitted is their own
- All sources of information are correctly cited and referenced
- They do not submit information copied or downloaded from the internet and pass it off as their own as they recognise this is not acceptable.
- They sign the plagiarism statement in their planner declaring that all work submitted is their own and that any sources used are correctly cited and referenced

The school will ensure that:-

- Students are taught how to reference sources so they understand what is required.
- Referencing of work is at an appropriate level for the year group.
- Where plagiarism has taken place the following procedures are followed:
 - 1) Subject teacher alerts Head of Department, Head of Year and Senior Leader linked to the subject area.
 - 2) Pupil is interviewed and parent informed. Pupil is given the opportunity to withdraw their work. At this point, the student will be given a warning regarding future conduct. This will be logged on SIMS.
 - 3) Where possible, the pupil will be given the opportunity to resubmit work addressing the plagiarism.

- 4) If the examination is external, the examination's officer will be notified so that exam board regulations can be followed. This can lead to a pupil being withdrawn from the subject.

Copies of this policy are available on our website, in policy folders on the school network and can be made available on request.

Date: March 2021

Reviewed: February 2024

Next Policy Review Date: February 2027