



WOODBIDGE HIGH SCHOOL

PLAGIARISM AND MALPRACTICE POLICY 2018 - 2019

The policy purpose

The purpose of this policy is to ensure that candidates and their parents are aware of the sanctions that can be implemented by either the centre or Awarding Bodies should:

- plagiarism be detected in a piece of work, either Non Examined Assessment (NEA) or coursework
- malpractice be detected in a piece of work, either NEA or coursework or an examination unit

It is the responsibility of candidates and parents to read and understand this policy.

What is meant by plagiarism?

The Joint Council for Qualifications (JCQ) 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”.

This could be either copying from published texts, either in print or from the internet, or copying pieces of work that have previously been submitted for examinations.

Plagiarism for the purpose of this document is restricted to those examination components where students undertake examination work in unsupervised conditions, such as coursework, pre-release work, or the production of research notes which can be used in the examination. It can also occur when candidates are allowed to annotate texts and take these into an examination.

What is meant by malpractice?

There are many different instances where malpractice may be identified by either the centre or the Awarding Body. Examples of malpractice can include:

- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of IT to aid the copying);
- allowing work to be copied e.g. posting written coursework on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate’s work;
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework or the contents of a portfolio;
- allowing others to assist in the production of NEA or coursework or assisting others in the production of NEA or coursework;
- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials); being in possession of confidential material in advance of the examination;
- behaving in a manner so as to undermine the integrity of the examination.

Students Responsibilities

In the context of NEA, candidates must not:

- submit work which is not their own;
- lend work to other candidates or allow other candidates to copy their work;
- allow other candidates to have access to their own independently sourced material;
- assist other candidates to produce work;
- use books, the internet or other sources without acknowledgement or attribution;
- submit work that has been word processed by a third party without acknowledgement.

Staff Responsibilities

Teaching staff must:

- accept the obligation to authenticate the work which is submitted for assessment;
- **not** accept work which they suspect is not the candidate's own without further investigation;
- know the policy and procedures of the centre concerning plagiarism;
- Understand and comply with the general guidelines detailed within the JCQ publication Instructions for conducting Coursework and the Instructions for conducting Non Examined Assessment
- Understand and comply with the awarding body's specification for conducting NEA, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- explain to candidates the importance of them producing their own work and the sanctions that can be imposed if plagiarism is discovered;
- explain to candidates how to reference, provide techniques and allow them to practice the skill;
- allow time for sufficient work to be completed in class under direct supervision to allow authentication of candidate's work with confidence;
- set reasonable deadlines for submission of work and provide reminders;
- ensure that work undertaken in previous years examinations is not copied by the current seasons candidates. Its issue to candidates for reference purposes must be carefully monitored;
- check the content of work and look out for pointers such as the varying quality of the work submitted, varying styles of punctuation, questioning if the language contained in the work is at the level expected of the candidate;
- try to locate the source of the plagiarised work;
- report to the Examinations Officer any case where plagiarism has been detected after the candidate has signed the declaration of authenticity form.

Centre Responsibilities

The Centre will:

- make accessible to staff and candidates the policy and procedures of the centre concerning plagiarism and malpractice;
- establish a process for candidates to appeal decisions resulting from plagiarism;
- ensure that policy and procedures of the centre are known and implemented throughout the centre;
- report to the awarding bodies all instances of plagiarism or malpractice in line with the JCQ publication dealing with this subject;
- maintain confidential records of any cases of plagiarism or malpractice.

Penalties

The following penalties could be applied:

Candidate

Centre Applied Penalties

- a warning may be given regarding future conduct;
- loss of marks;
- if the declaration form has not been signed, and where it is allowed, the candidate may be required to complete an alternative piece of work under supervision;
- awarding body are notified of plagiarism/malpractice, see penalties below which could be applied by them

Awarding Body Penalties

- Warning about further sanctions if the offence is repeated within a set period of time;
- Loss of marks for a section/component or unit;
- Disqualification from a unit or all units preventing the candidate aggregating or requesting certification in that series, if the candidate has applied for it;
- Disqualification from a whole qualification or all qualifications preventing the candidate aggregating if the candidate has applied for it;
- Candidate debarment preventing a candidate from entering one or more examinations for a set period of time

Staff

- Written warning
- Training
- Special conditions
- Suspension (not being allowed to be involved in the delivery of an awarding bodies assessments or examinations)

Centre

- Written warning
- Review and Report (Action plans)
- Approval of specific assessment tasks
- Additional monitoring or inspection
- Removal of direct claim status
- Restrictions on examination and assessment materials
- Independent invigilators
- Suspension of candidate registrations and entries
- Suspension of certification

Withdrawal of specific qualifications and centre recognition

Appeals

Appeals can only be made through the Head of Centre/Exams Officer and must be put in writing by the parent/carer. Where a penalty has been applied by an awarding body the request for an appeal must be made within 5 calendar days. In line with JCQ regulations, candidate's are not entitled to appeal directly to the awarding body directly. The Head of Centre's decision on whether to proceed with an appeal is final.