

Preventing Plagiarism Policy



Redbridge Community School

Redbridge Community School is committed to maintaining the integrity of our students' learning and our responsibility as an assessment centre, through a clear policy of educating our students about the dangers and implications of plagiarism. This is supported by thorough monitoring of students' coursework and its drafting process and through the establishment of clear sanctions for any student who fails to adhere to this process.

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Last review date -	October 2017
Review date -	October 2019

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1. Overview

We define 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” (Joint Council for Qualifications notice on Plagiarism in Examinations). This mostly refers to copying from published texts whether these are in print or on the internet.

Copying and collusion are different forms of malpractice.

Factors contributing to the rise in plagiarism include: the increasing pressures on students to succeed; students’ lack of awareness of the regulations; students’ failure to allow time to meet deadlines; students’ lack of skill in using/acknowledging source materials; the greater availability of internet resources; the growth of websites providing bespoke coursework and students’ belief that their plagiarising will not be monitored.

2. Preventing Plagiarism at Redbridge Community School

- Staff will set reasonable deadlines to students for submission of work and provide reminders on a regular basis.
- Students, throughout the course, will be made aware of the penalties of malpractice during lessons and discussion at parents’ evenings and departments may opt to produce information to be sent to parents.
- Staff will be supported/trained in the clues to spotting plagiarism, how to keep watch on content, style and presentation, and how to confirm and report plagiarism. Any discussions related to this should be discussed with the appropriate SMT line manager who will then liaise with the examinations officer. INSET with the appropriate examining body is strongly encouraged for all members of teaching staff delivering a key stage 4 qualification.
- Throughout any Key stage 4 qualification, the work of the students is closely monitored within the regulation guidelines of the appropriate examination body in order to highlight any suspicions of plagiarism.
- Students are made aware what plagiarism is during Year 10, and what subsequent repercussions could be; this will be reinforced when they sign their coursework/controlled assessment submission documentation.
- Any suspicions of plagiarism malpractice should be reported to the SMT line manager in the first instance who will then inform the examinations officer.
- Appropriate actions must include: contacting parents and an interview with the student, class teacher and SMT line manager which may result in consideration of dis-application of the student from one or more examinations; internal circulation of the students’ details to all appropriate curriculum leaders and SMT; strict deadlines for redrafting/rewriting of plagiarised coursework/controlled assessments (when applicable) and a signed declaration of future intent/adherence to policy (recognising that this could include barred entry from examinations). After this process has occurred, any further plagiarism offence will be automatically reported to the Awarding Body, as detailed by JCQ.
- If an examination body recognises incidences of plagiarism that has gone undetected by the school, the Headteacher should be made aware and contact the board immediately. A formal meeting will subsequently take place with the SMT Line manager and the relevant member of staff to determine subsequent course of action.

This document has been produced with reference to: Joint Council for Qualifications Notice: Plagiarism in Examinations: Guidance for Teachers/Assessors.