



**KING EDWARD VI SCHOOL,  
SOUTHAMPTON**

## **Plagiarism Policy**

<b>Rationale:</b>	This guidance is intended to apply to all Non Examined Assessment (NEA), sometimes referred to as coursework or controlled assessment, but it may also be useful in the context of other essays and project pieces set for students. Although references throughout are to written pieces, similar principles apply to work that takes other forms, such as practical activity or production of an artefact.
<b>Owner:</b> <b>Endorsed by Governing Board:</b> <b>Revised:</b> <b>Date of next full review:</b> <b>Reviewed:</b> <b>Date(s) of interim amendments:</b>	Deputy Head (Academic) n/a November 2020 November 2023 Three yearly n/a
<b>Category:</b> <b>Circulation and publication:</b>	Guidance Public/ Website
<b>Plagiarism Links:</b>	<a href="#">JCQ Information for candidates Non-examination assessments</a> <a href="#">JCQ information for teachers</a> <a href="#">CIE information for teachers</a>

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Plagiarism can take a number of forms. Detailed examples are given in student coursework and controlled assessment booklets.

Experience shows that the awarding bodies are reluctant to provide direct support in cases of suspected plagiarism, and responsibility for identification and consequent action lies very much with the centre and the supervising teacher. The JCQ guidance reinforces to students that *“The work which you submit for assessment must be your own.”*

You may suspect plagiarism because

- you recognise direct quotation from a source you are familiar with, *or*
- the ‘voice’ of the text is clearly not that of the student

Action if plagiarism is suspected

- refer the matter to the Head of Department and Deputy Head (Academic)
- do not confront the student until appropriate action has been decided.

In some cases, the matter can be dealt with informally between teacher and student: modification or rewriting of some or all of the work may well be all that is required.

In others, a more formal approach may be necessary, involving the Head of Department and/or Deputy Head (Academic) and contact with parents. It is important that the most appropriate approach be decided before any concerns are communicated to the student.

## Penalties

The following is an extract from the table listing potential penalties for types of malpractice, issued by the Joint Council for Qualifications:

Type Of Offence	Warning (Penalty 1)	Loss Of Marks (Aggregation Still Permitted) (Penalties 2 – 4)	Loss Of Aggregation Or Certification Opportunity (Penalties 5 – 9)
Plagiarism: Unacknowledged copying from published sources (including the internet); incomplete referencing.		plagiarism from published work listed in the bibliography. OR minor amount of plagiarism from a source not listed in the bibliography.	plagiarism from published work not listed in the bibliography. OR plagiarised text consists of the substance of the work submitted and the source is listed in the bibliography.
<b>Standard penalties</b>			
<i>1 warning; 2 loss of marks gained for a section;</i>		<i>6 disqualification from all units in one or more qualifications taken in the series;</i>	

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<i>3 loss of all the marks gained for a component;</i> <i>4 loss of all the marks gained for a unit;</i> <i>5 disqualification from the unit;</i>	<i>7 disqualification from the whole qualification;</i> <i>8 disqualification from all qualifications taken in that series;</i> <i>9 barred from entering for examinations for a set period of time.</i>
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