



ABINGDON

PLAGIARISM POLICY

1. Definition of plagiarism

Plagiarism is defined here as “passing someone else’s work, whether intentionally or unintentionally, as your own, for your own benefit.” (page 9, Jude Carroll, A Handbook for Deterring Plagiarism in Higher Education, Oxford Brookes University, 2002)

2. Raising awareness

Pupils, early in their time at Abingdon need to know about plagiarism, and the seriousness of their involvement in it. The Librarian sees each first and third year tutor group during the first two terms of the academic year. Teaching staff are expected to remind pupils about the issue of plagiarism when they are asked to undertake research, and, in particular, to remind pupils of the coursework requirements and regulations at the start of each significant piece of coursework.

3. Written notification to pupils

Each fourth, fifth, lower sixth and upper pupil receives, annually, via his tutor, the Joint Council for Qualifications guidance entitled “Notice to Candidates” – Appendix 1, which specifies clearly what they must, and must not, do when completing coursework. Centrally placed, on the first side, are the instructions, in a black bordered box...

“The regulations state that:

The work which you submit for assessment must be your own.

You must not copy from someone else or allow another candidate to copy from you” (2006)

Each pupil signs that he has received the document, and the signature sheets are returned to the Examinations Office.

4. Information for parents

Fifth year parents are given a summary of the regulations in a letter from the Director of Studies, sent in mid-October:

“It is imperative that each candidate should observe the following set of rules in producing coursework:

- 1. All coursework which you submit must be your own work.*
- 2. You must tell your teacher about any help which you may have been given.*
- 3. Direct quotations from books or other sources must be acknowledged.*
- 4. If you copy from another candidate, or let another candidate copy from you, you may be disqualified from all your examination subjects.”*

(Director of Studies letter 19 October 2006)

5. Vigilance by teachers

Teachers are expected to show vigilance during the creation of a pupil's coursework. Where possible teachers should adopt strategies which discourage pupils from plagiarism such as:

- changing essay titles/ tasks from year to year
- limiting work to a side of A3/A4
- writing by hand and then sticking in diagrams
- giving pupils a test on work that had been researched
- setting work of an unusual structure
- reviewing drafts throughout the gestation of a piece of coursework
- asking pupils to explain their work

6. Work where plagiarism is suspected

When teachers are concerned about the authenticity of the coursework they should, in the first instance, question the pupil about it. Opinions of colleagues who teach the subject should be sought, and the teacher should speak to the boy's tutor and housemaster. The advice of the Librarian is also available.

When a boy denies plagiarism, but suspicion still remains, two teachers together should interview the pupil both about the allegation, and about the content of the work. If there has been a significant period of time since the work was done, the pupil should have time to remind himself of the content of the work.

When plagiarism is confirmed, either from the pupil confessing, or by other incontrovertible means, the teacher should ask the boy to redo the work, and effort made to ensure that the work is the boy's own work. The subject teacher should inform his head of department, the boy's tutor and housemaster, the Deputy Head (Academic) and the examinations officer. The Deputy Head (Academic) will write to all the boy's teachers, urging them to look for plagiarism in all the boy's coursework, and also he will see the pupil to say what has been done. Following discussion with the housemaster, the Deputy Head (Academic) will, usually, place the boy in a Friday night detention.

Appendix 1: JCQ Notice to Candidates 2006

Footnote:

Looking for plagiarism using the Google's advanced search on the internet

Open Firefox
Type in www.google.co.uk
Click the Advanced Search on the right
Follow the instructions

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