

EASTLEIGH COLLEGE

Plagiarism: Teacher and assessor procedure and guidance for malpractice

This procedure has been produced in accordance with: AQA, CCEA, City & Guilds, Edexcel, OCR and WJEC Plagiarism in Examinations Guidance for Teachers/Assessors. The complete guidance note can be found on the Joint Council Website:

<http://www.jcq.org.uk/attachments/published/197/Plagiarism%20in%20Examinations%20FINAL.pdf>.

Introduction

1. This guidance note is written for the staff who have responsibility for assessing candidates' coursework or portfolio work.
2. It is the duty of all who are assessing candidates as well as those who have an interest in the setting, marking and administration of assessed work, to do whatever they can to address plagiarism.
3. Plagiarism is considered as malpractice and will be dealt with in accordance with the College Policy for Student Discipline and Code of Conduct and Awarding Body procedures.

Defining plagiarism

The Joint Council's *Guidelines for Dealing with Instances of Suspected Malpractice* 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.*"

Plagiarism refers to copying from published texts whether these are in print or on the internet, but it can also refer to copying from manufactured artefacts, or essays or pieces of work previously submitted for examinations. The term "work" in the above definition would include the original ideas, as well as the actual words or artefacts produced by another.

Awarding Bodies do not include paraphrasing under the definition of plagiarism. Instead assessors should reflect the incidence of any paraphrasing in the way they apply the mark scheme.

Plagiarism does not include copying from another candidate. This is a different form of malpractice and will be dealt with in accordance with the Student Discipline and Code of Conduct policy.

Preventing and dealing with plagiarism

In order to prevent plagiarism teachers and assessors must incorporate an awareness raising session on academic honesty in the induction process for new students.

Teachers and assessors must be vigilant in detecting plagiarism (the use of software to detect plagiarism should be used where practically possible i.e. in some H.E programmes where staff have access to University programmes). Learners should be required to sign work to verify that it is their own work. Learners suspected of plagiarism must be confronted. Where work is submitted for summative or final assessment purposes and the suspicion must be explored formally under the disciplinary process. Plagiarism should be reported to the internal verifier and faculty quality assurance manager. The faculty quality assurance manager will be responsible for reporting plagiarism to awarding bodies if this is appropriate.