

POLICY ON PLAGIARISM



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1. Plagiarism

Plagiarism is defined as “stealing from the work or ideas of others” or “passing off somebody else’s work as your own”.

Students should be encouraged to know and recognise the differences between plagiarism, paraphrasing and exposition:

Plagiarism is copying something down, or “cutting and pasting” from the internet and then submitting it as your own work this includes submitting the work of other students with or without their consent.

Paraphrasing is writing what somebody else has said or written in your own words,

Exposition is summarising what somebody else has said or written in your own words and then commenting on what they have said or written using your own ideas. The first one is unacceptable when completing any kind of homework or coursework task.

Students should therefore be careful to keep a record of all the books, articles and web sources (sometimes called a bibliography or “webliography”) they have used so that there can be no doubt that what they have submitted is their own work *supported by research from other sources*. Put simply this means that it is perfectly acceptable to use the internet and books, but it is not acceptable to try to submit somebody else’s work from the internet or a book as your own.

2. Action to be taken if a student is caught plagiarising

If a teacher is concerned that a student has plagiarised a piece of work then they should follow the procedure below:

2.1 Work at the drafting stage (before the student has signed and submitted a *declaration of authenticity*, which all students must do when submitting coursework or controlled assessment.

If a member of staff suspects the students has submitted work that is not their own they must discuss this with the HOD / HOF who should then consult with their SLT line manager. An agreed action will then be taken which will involve discussing the issue with the students and giving them an opportunity to respond. Parents should be contacted at this stage, if the students admits plagiarism then they should be given an opportunity to resubmit the work in an agreed timeframe and conditions. If the students does not admit plagiarism then they must sign the Declaration of Authenticity form and the procedures below must then be followed.

2.2 After signing and submitting the Declaration of Authenticity Form

If a student is suspected to have plagiarised work after they have submitted a declaration of authenticity, The HOD must raise the concern with the exams officer who will advise on the most appropriate course of action; staff should at this point not discuss the concern with any other party including students, parents, other staff or the Awarding body. The exams officer will liaise with and coordinate any investigation, liaise with the awarding Body and advise on appropriate action to take.

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Document History

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