



<b>OWNED BY</b>	<b>Student Journey Manager/Exams Officer</b>
<b>Policy</b>	<b>Plagiarism Policy</b>
<b>DATE OF LAST REVIEW</b>	<b>September 2023</b>
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<b>APPROVAL</b>	<b>SLT</b>

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Jim Grant</b>
Exams Team	<b>Neil Owen, Wendy Cowgill, Jane Hart, Kezziah Pike</b>

### Definition of Plagiarism

Although there are many definitions of what constitutes plagiarism, all of them agree that plagiarism is a form of academic misconduct (more simply, a form of cheating). Plagiarism is much wider than simple copying from another student, from books or from the internet and can be taken to include paraphrasing, subcontracting the work to someone else or submitting the same piece of work for two different purposes. Ultimately, plagiarism is attempting to pass off other people's work and ideas as your own.

### Definition of Collusion

## Cirencester College Exams Policy No25

Colluding with another person on work that is meant to be your own is also plagiarism. For example, a person could be accused of collusion if they lend one of their assignments to a fellow learner, especially if that learner puts some of it into their own assignment. Even if your work is paraphrased, it is possible to detect collusion. Think very carefully before lending your work to others.

Another form of collusion may occur when working on a team project with a written report or essay to follow. These reports or essays are often required to be individual work. Therefore, even if the project workload was shared, reports or essays with shared sections can be seen as collusion unless your lecturer explicitly permits it. This is because your work is your chance to show that you took an active part in the team project, and every part of the process.

Any doubts or questions should be discussed with the lecturer who should be able to advise you.

### **Who this Policy is for**

All Cirencester College students.

### **1. Aims**

The college explicitly forbids any form of plagiarism or collusion and will act should any instance be discovered.

Responsibilities under this Policy

#### **Detecting plagiarism**

Academic staff and learning support workers are obliged to investigate suspected plagiarism and collusion. Online tools are used routinely to check whether a piece of work has been published or submitted for assessment previously and student work can be checked online in moments.

In many cases, it is not necessary to use a special database to detect plagiarism and lecturers have unearthed copying simply by typing a sentence into a search engine.

Consequences of plagiarism

Suspected cases of plagiarism are passed to the relevant Assessment Board (the HE Assessment Board for higher education students and the Pastoral Manager for further education students). The Board will meet the students and investigate whether plagiarism has taken place.

Higher Education – disciplinary

action 1st instance: Verbal warning

and letter 2nd instance: First formal  
warning

3rd instance: Final warning

4th instance: Removal from the  
course

Further Education – disciplinary action

1st instance: Verbal warning and letter to parents

2nd instance : First formal warning

3rd instance: Final warning

4th instance: Removal from the course

## **2. External consequences of plagiarism**

The College is obliged to report plagiarism of examination work to the relevant awarding body. This includes Universities for degree level work and Exams Boards for A levels, BTECs and GCSEs.

As a centre we should be aware of the danger that if a Lecturer does not signal the presence of plagiarism and then plagiarism is detected during the moderation process, the marks of other candidates may also be affected.

Members of staff suspecting plagiarism should in the first instance discuss the matter with the Exams Officer and Head of School.

In most cases plagiarism occurs in a student's coursework. Students are required to sign an authentication statement confirming that the work they submit is their own work.

The Joint Council for Qualifications (JCQ) produces a Notice to Candidates which provides specific information on plagiarism and what the penalties there are for breaking the regulations.

## **3. In outline it covers the following:**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with the work on the topic concerned – they may have read the source you are using (or even marked the essay you have copied from!).
- Internet search engines and specialized computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Penalties for breaking the regulations.

If your work is submitted to the board and it is discovered that you have broken the regulations, one of the following penalties will be applied:

- The piece of work will be awarded zero marks.
- You will be disqualified from that unit for that examination series.
- You will be disqualified from the whole subject for that examination series.
- You will be disqualified from all subjects and barred from entering again for a period.

Your awarding body will decide which penalty is appropriate.

## **Data Protection**

## Cirencester College Exams Policy No25

When managing a student's personal data information, it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organization's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

### **Equality**

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation, or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.

