

St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY
CO-ED SIXTH FORM



PLAGIARISM & MALPRACTICE POLICY

APPROVED:
REVIEWED:

ST MARTIN-IN-THE-FIELDS HIGH SCHOOL FOR GIRLS

PLAGIARISM AND MALPRACTICE POLICY

Approved: Waiting for Governors Ratification

Reviewed:

At St Martin's we are a family community built from Christian values. We believe, most importantly, that we belong to something much greater than ourselves – Christ is at the centre of our Church of England school community. In all that we do, we seek to show God's care for our students. We live, love and learn together. Students of all faiths and none are welcomed into our school family. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God, seen in Jesus Christ and lived out through the Holy Spirit, alive in every person.

Our vision

A high achieving Christian Girls' School with a thriving mixed Sixth Form where excellence is exemplified and encouraged, ensuring an enriching educational experience where our students appreciate that learning is not a matter for school but for life and productive citizenship.

Our Mission

Inspired by our motto "Caritate et Disciplina" Our mission is to create a safe, caring, happy and inclusive community underpinned by our Christian values. We want our students to shine and grow together in faith and knowledge, developing their unique gifts and talents both in the classroom and in the wider life of the school and beyond.

We believe that reverence for God, respect for self, others and the environment is essential in today's society and we therefore dedicate our effort towards fostering these virtues. During their time at St Martin's, they will be empowered to fulfil their learning potential because they are **Hopeful, Enquiring, Respectful, Organised, Independent and Collaborative**. Our students will fulfil their academic potential, but more than this, they will develop the skills, competencies and personal qualities and characteristics that will help them to be successful in the future in whatever route they choose to take.

'Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech.' Titus 2: 7-8

St Martin's School Prayer

Dear God,

We thank you for your love and your promise to be with us.

At school or work, at rest or play, help us to feel near to you and hear your voice.

Guide each one of us to be like St Martin by always showing respect, encouraging one another and serving our community.

Help me to be aware of my talents, be independent, enquiring and hopeful for the future.

Amen

Inspired by St Martin's Original School Prayer

We nurture. We develop. We educate. We are St Martin's.

Plagiarism and Malpractice Policy

The purpose of this policy is to ensure that candidates and their parents are aware of the sanctions that can be implemented by either the centre or Awarding Bodies should:

- plagiarism be detected in a piece of work, either controlled assessment or coursework
- malpractice be detected in a piece of work, either controlled assessment, coursework or an examination unit

The policy aims to:

- Identify and minimise the risk of malpractice by staff or learners
- Ensure that a response to any incident is prompt and objective
- Ensure that investigations of malpractice are standardised and record in an open and fair manner
- Ensure appropriate penalties and/or sanctions on learners or staff are imposed where incidents (or attempted incidents) of malpractice are proven
- Protect the integrity of the centre, the qualifications it delivers and the awarding bodies

It is the responsibility of candidates and parents to read and understand this policy.

Plagiarism

The Joint Council for Qualifications (JCQ) 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”.

This could be either copying from published texts, either in print or from the internet, or copying pieces of work that have previously been submitted for examinations.

Plagiarism for the purpose of this document is restricted to those examination components where students undertake examination work in unsupervised conditions, such as coursework, pre-release work, or the production of research notes which can be used in the examination. It can also occur when candidates are allowed to annotate texts and take these into an examination.

Malpractice

There are many different instances where malpractice may be identified by either the centre or the Awarding Body. Examples of malpractice can include:

- a breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations;
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;
- collusion: working collaboratively with other candidates, beyond what is permitted;
- copying from another candidate (including the use of IT to aid the copying);
- allowing work to be copied e.g. posting written coursework on social networking sites prior to an examination/assessment;
- the deliberate destruction of another candidate’s work;
- Fabrication of results or evidence
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication;
- making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework or the contents of a portfolio;
- allowing others to assist in the production of controlled assessments, coursework or assisting others in the production of controlled assessments or coursework;

- the misuse, or the attempted misuse, of examination and assessment materials and resources (e.g. exemplar materials); being in possession of confidential material in advance of the examination;
- behaving in a manner so as to undermine the integrity of the examination;
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

Centre staff should also seek to avoid malpractice by ensuring they:

- Only provide proper assistance to candidates
- Do not invent or change marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- Keep candidate coursework/portfolios of evidence secure
- Do not make fraudulent claims for certificates
- Avoid inappropriate retention of certificates
- Do not assist learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the learner
- Do not produce falsified witness statements. For example for evidence the learner has not generated
- Be vigilant in ensuring evidence which is known by the staff member not to be the learner's own to be included in a learner's assignment/task/portfolio/coursework
- Do not facilitate and allow impersonation
- Do not misuse the conditions for special learner requirements, for example where learners are permitted support, such as a scribe, that the JCQ regulations are upheld and do not become advantageous for the candidate or have the potential to influence the outcome of the assessment
- Have robust record keeping procedures to ensure records are not falsified by alteration, substitution or by fraud
- Only claim for certificates once learners have completed all the requirements of assessment.

Student Responsibilities

In the context of controlled assessment, candidates must not:

- submit work which is not their own;
- lend work to other candidates or allow other candidates to copy their work;
- allow other candidates to have access to their own independently sourced material;
- assist other candidates to produce work;
- use books, the internet or other sources without acknowledgement or attribution;
- submit work that has been word processed by a third party without acknowledgement.

Staff Responsibilities

Teaching staff must:

- accept the obligation to authenticate the work which is submitted for assessment;
- **not** accept work which they suspect is not the candidate's own without further investigation;
- know the policy and procedures of the centre concerning plagiarism;
- Understand and comply with the general guidelines detailed within the JCQ publication Instructions for conducting controlled assessments.
- Understand and comply with the awarding body's specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- explain to candidates the importance of them producing their own work and the sanctions that can be imposed if plagiarism is discovered;
- explain to candidates how to reference, provide techniques and allow them to practice the skill;
- allow time for sufficient work to be completed in class under direct supervision to allow authentication of candidate's work with confidence;
- set reasonable deadlines for submission of work and provide reminders;

- ensure that work undertaken in previous years examinations is not copied by the current seasons candidates. Its issue to candidates for reference purposes must be carefully monitored;
- check the content of work and look out for pointers such as the varying quality of the work submitted, varying styles of punctuation, questioning if the language contained in the work is at the level expected of the candidate;
- try to locate the source of the plagiarised work;
- report to the Examinations Officer any case where plagiarism has been detected after the candidate has signed the declaration of authenticity form.

Centre Responsibilities

The Centre will:

- Seek to avoid potential malpractice by ensuring learners are aware of potential for malpractice and the penalties for attempted and actual incidents of malpractice
- make accessible to staff and candidates the policy and procedures of the centre concerning plagiarism and malpractice;
- establish a process for candidates to appeal decisions resulting from plagiarism;
- ensure that policy and procedures of the centre are known and implemented throughout the centre;
- report to the awarding bodies all instances of plagiarism or malpractice in line with the JCQ publication dealing with this subject;
- maintain confidential records of any cases of plagiarism or malpractice.

If an allegation of malpractice has been made the centre will:

- Make the individual aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven
- Give the individual the opportunity to respond to the allegations made
- Inform the individual of the avenues for appealing against any judgement made (*please see below*)
- Document all stages of any investigation

Penalties

The following penalties could be applied:

Candidate

Centre Applied Penalties

- a warning may be given regarding future conduct;
- loss of marks;
- if the declaration form has not been signed, and where it is allowed, the candidate may be required to complete an alternative piece of work under supervision;
- awarding body are notified of plagiarism/malpractice, see penalties below which could be applied by them

Awarding Body Penalties

- Warning about further sanctions if the offence is repeated within a set period of time;
- Loss of marks for a section/component or unit;
- Disqualification from a unit or all units preventing the candidate aggregating or requesting certification in that series, if the candidate has applied for it;
- Disqualification from a whole qualification or all qualifications preventing the candidate aggregating if the candidate has applied for it;
- Candidate debarred preventing a candidate from entering one or more examinations for a set period of time

Staff

- Written warning
- Training
- Special conditions
- Suspension (not being allowed to be involved in the delivery of an awarding bodies assessments or examinations)

Centre

- Written warning
- Review and Report (Action plans)
- Approval of specific assessment tasks
- Additional monitoring or inspection
- Removal of direct claim status
- Restrictions on examination and assessment materials
- Independent invigilators
- Suspension of candidate registrations and entries
- Suspension of certification
- Withdrawal of specific qualifications and centre recognition

Appeals

Appeals can only be made through the Head of Centre/Exams Officer and must be put in writing by the parent/carer. Where a penalty has been applied by an awarding body the request for an appeal must be made within 5 calendar days. In line with JCQ regulations, candidate's are not entitled to appeal directly to the awarding body. The Head of Centre's decision on whether to proceed with an appeal is final.