



EMMANUEL AND
GRACE COLLEGE
Associated Sixth Form

PLAGIARISM

Students are encouraged to support one another in their studies by discussing ideas, asking questions, sharing feedback, and acting as sounding boards for one another's work. Such collaboration can be a valuable and legitimate part of the learning process.

However, all work submitted for assessment must ultimately be the student's own. Students must not submit work that is substantially similar to that of another student, whether that work has been copied directly, closely paraphrased, or adapted from another source. Where work is found to be almost identical, it may be difficult to demonstrate that it has been produced independently, and this may give rise to concerns regarding plagiarism or academic malpractice.

Students must not purchase, download, commission, obtain, or submit work produced by another person. This includes work acquired from websites, online marketplaces, file-sharing platforms, social media, former students, friends, or family members. The fact that a piece of work has been purchased, shared with permission, or is publicly available does not make it the student's own work and does not remove concerns regarding plagiarism or academic malpractice.

Students must not submit, in whole or in part, work previously completed by another student, including work from former cohorts. Possessing, sharing, buying, selling, or distributing assessed work for the purpose of gaining an unfair advantage may also be treated as academic malpractice.

Students are expected to ensure that all assessed work reflects their own understanding, analysis, and written expression. Any breach of these expectations may result in sanctions in accordance with the College's Academic Integrity and Malpractice procedures.

MORE ABOUT PLAGIARISM

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

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 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 specialised 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.

Using AI chatbots such as ChatGPT is also a form of plagiarism and systems are in place to detect work which is not your own.

PENALTIES FOR BREAKING THE REGULATIONS

Penalties for plagiarising work in College are laid out in the Plagiarism Policy and the BTEC Handbook.

In relation to coursework, if your work is submitted and it is discovered that you have broken the regulations, one or more 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 exam session.
- You will be disqualified from the whole subject for that exam session.
- You will be disqualified and barred from entering again for a period of time.
- You will be permanently excluded from College.

Using information from published sources (including the internet) as the basis for your coursework is a great way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

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.

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called referencing. You must make sure that you give detailed references for everything in your work which is not in your own words. A reference should show the name of the author, the year of publication and the page number. For example, *Phillips, D.C. (2004) Perspectives on Learning, Teachers College Press, p.164.*

For material taken from the internet, your reference must show the precise web page and the date on which it was accessed, not just the search engine used to locate it. This can be copied from the address line. For example, *<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>, accessed on 14 Jan 2009.*

You must also include a bibliography at the end of your work, which lists the full details of publications you have used to research your project. For example, *Morrison, A. (2000) Mary, Queen of Scots, London: Weston Press.*

If you copy the words or ideas of others and don't show your sources in references and a bibliography, you will be committing plagiarism.

PREPARING YOUR COURSEWORK — GOOD PRACTICE

If you receive help and guidance from someone other than your teacher, tell your teacher who will record the nature of the assistance given to you.

If you worked as part of a group on a project, for example, undertaking field research, you must each write up your own account of the project. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

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Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.