



Wychwood School

## **Anti-Plagiarism Policy**

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### **Aims**

- To define the School and staff's position on plagiarism
- To explain how this is communicated to staff, pupils and parents
- To outline the action to be taken, should plagiarism be committed.

### **Philosophy**

Wychwood, Oxford supports the six fundamental values of academic integrity identified as **honesty, trust, fairness, respect, responsibility and courage**.

Academic integrity is defined as a commitment, even in the face of adversity, to these fundamental values and Wychwood, Oxford asserts that by following the principles of behaviour that the values recommend, we will promote and nurture academic integrity amongst our pupils. The School's good reputation for academic integrity is essential to our functioning as a school and examination centre.

### **Defining Plagiarism**

Wychwood, Oxford recognises that the boundaries between collaboration and plagiarism and between research and plagiarism are difficult to define. However, we aim to make it as clear to our pupils as possible that plagiarism is unacceptable.

Plagiarism is not just copying another's work or borrowing someone else's original ideas. Terms like "copying" and "borrowing" can disguise the seriousness of the offence:

According to the online Oxford English Dictionary plagiarism means

- the practice of taking someone else's work or ideas and passing them off as one's own:

Pupils, staff and parents should understand that plagiarism is an act of fraud that involves both stealing someone else's work and lying about it afterwards. The expression of original ideas is considered intellectual property and is protected by copyright laws. Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.

## **Prevention of Plagiarism**

Wychwood, Oxford will e-mail Ofqual's advice leaflet 'Avoiding Plagiarism – A Guide for Parents and Carers' to all parents and guardians annually with a covering letter asking all parents to read it so that they are equipped to advise their daughters/wards accordingly.

Form Teachers will go through the Ofqual's advice leaflet 'Using Sources – A Guide for Students' annually in form time towards half term in the Michaelmas term to explain to all pupils regularly and repeatedly what is expected of them.

Faculties and Departments will go through Ofqual's advice leaflet 'Authenticity – A Guide for Teachers' annually in Faculty meetings at the beginning of the Michaelmas term to remind serving staff and explain to new staff what is required of them.

## **Detecting Plagiarism**

Plagiarism will be most commonly detected during marking. Where staff are suspicious that plagiarism has been committed, they are required to act.

### **i) Collaboration**

At Wychwood we encourage girls to work together but girls should be clear about making it plain when work has been done collaboratively. When this is not the case, experienced staff will often know when written work, that is submitted, is not of the usual standard expected from particular pupils or will recognise a change in a pupil's style that comes alongside plagiarism. If several girls' written work is very closely related, all girls should be seen together by the member of staff responsible for marking the work and the similarities pointed out and it should be determined whether or not collaborative working, that led to plagiarism, has occurred. The requirements of the Anti-Plagiarism Policy should be reiterated, the fact that plagiarism may have occurred should be explained to the girls and any actual occurrence of plagiarism should be formally minuted to the Head of Subject or Faculty, the Progress Tutor, the Form Teacher and the Head. The staff concerned should make a recommendation as to whether the girls need to be placed on the Plagiarism Register.

### **ii) External Sources**

Where staff suspect work has been plagiarised or bought from an external source then they should run a check using Google – putting a reasonably substantive section of the work into Google will often bring up the source from which the work was plagiarised. If this is the case, then action should be taken as above. If no evidence emerges, then the girl should be interviewed by the member of staff responsible for marking the work, the suspicions explained and it should be determined whether or not plagiarism has occurred as far as this is possible. If this is the case, then action should be taken as above.

### **iii) Coursework**

If a girl is found to have committed plagiarism in any work that is part of coursework, or that will be submitted for external examination marking, then the girl must be placed on the Plagiarism Register. The piece of coursework must then be re-done omitting the plagiarism. If there is insufficient time for this to happen then the piece of work may not be submitted for examination and the girl will forfeit the opportunity to enter for that paper. Girls should understand that this means that they will not usually then be able to gain the qualification towards which they were working.

## **The Plagiarism Register**

This is an internal document that records all instances of plagiarism that are considered to be undertaken deliberately and in full knowledge that the actions would damage the pupil's and School's reputation for academic integrity. The parents and/or guardians will be informed of any pupil placed on the Plagiarism Register and of any consequence this may have for external examinations.