



Trinity High School

& SIXTH FORM CENTRE

An Independent State Funded Academy

PLAGIARISM POLICY

Also to be read in conjunction with:

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Review date:

June 2017

Interim review date:

April 2018

Approved by Governing Body:

24 April 2018

Review date:

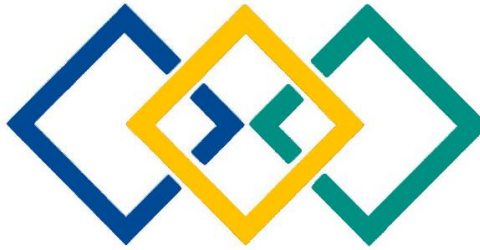
1 June 2020

Policy Responsibility:

Mr T Thomas

School Policy: available on website

Staff Policy: available on r-drive



PLAGIARISM POLICY

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.”

Trinity High School & Sixth Form Centre has an obligation to assessment bodies and its students to ensure that all qualifications achieved are a fair and accurate representation of their students’ work, and of the knowledge and skills attained.

Trinity will take appropriate measures to ensure that a student’s work is their own, and that plagiarism and other forms of cheating such as collusion have not taken place. When plagiarism is detected action will be taken as detailed below. Trinity will also ensure that all students and staff are aware of the importance of referencing their work properly. The system that will be adopted is the Harvard as this is the one used by the universities that most of our students go on to attend.

Trinity High School believes that being able to source, reference and use information appropriately will help students in their future studies and careers and should be seen as an integral part of their learning.

Plagiarism can include:

- Copying from another learner
- Copying from books or the internet
- Paraphrasing
- Getting someone else to do the work
- Failing to acknowledge any assistance received
- Submitting the same piece of work for two different purposes
- Copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources

Trinity High School will ensure that:

- Students are provided with a copy/electronic copy of the OFQUAL publication “A guide for students: Find it - Check it - Credit it”
- Students are taught the Harvard Referencing system so they understand what is required.
- Where plagiarism has taken place the school procedures will be followed.

The teaching staff at Trinity High School will:

- Ensure their students know where to seek information and how to reference it correctly at a level appropriate for their year group. (Based on the Harvard system of referencing)
- Alert Heads of Faculty to any suspicions of plagiarism.
- Not accept information taken from the internet and passed off as students’ own work

