



## **Plagiarism Policy for Students: GCE coursework, GCE and GCSE Non-Examination Assessments, Project Qualifications**

### **Introduction**

The purpose of this policy is to define plagiarism and establish guidelines for its prevention in the context of all 'coursework' submitted by students at Gordon's School. This includes Non-Examined Assessments (NEA), BTEC coursework, and the Extended Project Qualification (EPQ). Gordon's School is committed to upholding academic integrity and ensuring that all students produce original work.

### **Definition of Plagiarism**

Plagiarism is the act of using another person's work, ideas, or intellectual property without proper acknowledgment, presenting it as one's own. This includes, but is not limited to:

- 1. Direct Plagiarism:** Copying text word-for-word without quotation marks or citation.  
**Example:** Copying a paragraph from a book or article without quotation marks or citation.
- 2. Self-Plagiarism:** Reusing one's own previous work without permission or acknowledgment in a new assignment.  
**Example:** Submitting an essay written for a previous course as if it were new work for a current assignment.
- 3. Mosaic Plagiarism:** Piecing together ideas or phrases from various sources without proper citation.  
**Example:** Taking phrases from various sources and weaving them into a new text without proper attribution, even if those phrases are changed slightly.
- 4. Accidental Plagiarism:** Failing to cite sources correctly or misrepresenting the originality of one's work.  
**Example:** Failing to provide proper citations for paraphrased information or misunderstanding how to cite sources correctly.
- 5. Source Misrepresentation:** Citing a source inaccurately or fabricating a source to support an argument.  
**Example:** Providing incorrect author names, publication dates, or even creating fictitious sources.
- 6. Collusion:** Working with another student to produce a single piece of work and submitting it as individual work without acknowledgment.  
**Example:** Two students work together to write an essay, but one of them submits the paper as their own without acknowledging the collaboration, leading to a misrepresentation of individual effort.

## **General Principles**

Students must adhere to the principles of academic integrity and originality in all coursework submissions (GCE coursework, GCE and GCSE Non-Examination Assessments, Project Qualifications)

All work submitted for assessment must be the student's own, and proper citation must be provided for all sources used.

## **Prevention and Resources**

All work submitted by students for the awarding of an external qualification (GCSE, BTEC, A Level) will be checked using plagiarism detecting software. This may initially be undertaken at random points during any drafting process but will be applied universally when work is submitted for final marking.

Students are therefore encouraged to:

- Familiarise themselves with citation styles (Harvard, APA, etc.) and apply them appropriately.
- Utilise resources available through subject teachers, the School Library or wider academic department for help with research and citation.
- Consult with teachers or the relevant Head of Department if unsure about how to properly credit sources.

## **Reporting Plagiarism**

Any suspected instances of plagiarism will be reported to the Head of Department in the first instance and will then be further referred to the Deputy Head Curriculum for review. All reports will be investigated, and appropriate action will be taken.

## **Final Notes**

Maintaining academic integrity is crucial for the credibility of the educational process. This policy aims to promote original work and ethical scholarship among the students of Gordon's school.

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