

# St David's High School Plagiarism Policy



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# Plagiarism Policy

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*Plagiarism is using, without acknowledgement, someone else's words, ideas or work.*

## Introduction

The qualification that you are undertaking exist to help you learn and to demonstrate your knowledge and understanding. Your achievements show how fully you have demonstrated this and give you credit for your learning.

Good academic practice is the process of completing your academic work independently and honestly; using the appropriate academic style and with all sources fully attributed according to academic requirements.

When you submit an assignment or piece of evidence you are asked to confirm that the work you are submitting is your own and has not been written by anyone else. Whilst you may collaborate with others in studying, **submitted work copied from or written jointly with others is not acceptable, unless collaboration is required in the particular assignment.**

## Plagiarism

Plagiarism is using, without acknowledgement, someone else's ideas or work

If you submit an assignment or piece of evidence that contains work that is not your own, **without clearly indicating this to the marker / assessor** (fully acknowledging your sources and referencing style), you are committing 'plagiarism' and this is academic misconduct. This might occur in an assignment when:

- using a choice phrase or sentence that you have come across or translated from another source
- copying word-for-word directly from a text or other source
- paraphrasing or translating the words from a text or other source very closely
- using text downloaded from the internet, including that exchanged on social networks
- borrowing statistics or assembled facts from another person or source
- copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources
- copying comments or notes from a tutor/ assessor
- copying from the notes or essays of a fellow student / candidate
- copying from your own notes, on a text, tutorial, video or lecture, that contain direct quotations from tutors/assessor
- Using text obtained from assignment writing sites, organisations or private individuals.
- paying for work from other sources and submitting it as your own

It is important to understand that if you do not acknowledge fully the sources that have contributed to and informed your work you are misrepresenting your knowledge and abilities. Since this may give you an unfair academic advantage in assessment it is considered to be academic misconduct.

#### Guidance:

Although you are encouraged to show the results of your reading by referring to and quoting from works on your subject, copying from such sources without acknowledgement is considered to be plagiarism and will not be accepted by the Assessment centre.

You must make it clear which words and ideas are yours and which have come from elsewhere.

- If you are using the words that appear in the source i.e. quoting, you must show these words in **quotation marks** accompanied by an **in-text citation/in-text reference**.
- If you are summarising (sometimes called paraphrasing) ideas in a source you must acknowledge these by including an appropriate **in-text citation/in-text reference**.

#### Remember:

- Assignments provide a vehicle for assessing your performance during your qualification.
- Assignments assist you in understanding your subject and aid your learning on the subject and inform your practice.
- When you attempt to use the ideas and terms of the unit independently you learn more thoroughly and develop your own writing style.
- You are likely to perform better in examinations if you have learned how to write your own answers to questions in assignments.