

## **Policy for Authenticity of Work – Applied Learning**

The authenticity of students' work is essential to the integrity of all applied learning courses, and students have to affirm that what they have produced is their own work.

Students need to understand the importance of academic integrity from the beginning of the course.

Teachers will be aware that the work of students new to a course is likely to be derivative and over-dependent on source material, and will help students develop the confidence, understanding and critical skills needed to write independently in their own words.

Plagiarism, however, implies a decision by the student to present someone else's work as his/her own. This could involve

- Using the work of a former student who did the same course;
- Copying the work of a current student;
- Downloading an online source or copying from a paper document.

Indicators of plagiarism may include:

- Use of technical terms or language skills not usually displayed by the student;
- A format or lay-out that seems foreign to the students' normal way of working;
- References to other sources which the student is unlikely to have read;
- Using scenarios not covered in the teaching programme;
- Irrelevant material or digressions;
- Changes of style;

Dealing with suspected plagiarism:

- i) Speak to the student and ask for clarification; make a diary note of the conversation.
- ii) If the student acknowledges immediately that plagiarism has occurred, issue a reminder about expected standards of work and allow a re-submission. Inform the HOD.
- iii) Remind the student of the consequences of making a false declaration, and that the same situation must not recur.

If the student insists that the work is genuine, but serious doubt persists:

- i) Inform the HOD and arrange for a colleague to look at the work for a second opinion;
- ii) Ask the student to explain how the work was done, and which sources were used; ask the student to explain the meaning of any passages or phrases which seem beyond his/her normal abilities;
- iii) Make the student fully aware of the specific reasons for doubt about the work's authenticity.
- iv) Do an internet search for any passages in the work that may come from a web source.

The HOD should consult the Head of Applied Learning before refusing to accept a piece of work. The decision not to accept work should be communicated to the student and parents/carers in writing. At this stage a resubmission can still be allowed.

If a piece of work is accepted but is subsequently found to be plagiarised, the Academy's Malpractice policy should be applied after consultation with the Head Teacher and Deputy Head Standards.

If a student repeatedly attempts to hand in plagiarised work, the Academy's Malpractice policy should be applied after consultation with the Head Teacher and Deputy Head Standards.

## Preventing plagiarism

- I) Obtain samples of written work from students early in the course, so that there is a point of comparison for later work; become familiar with the students' presentational and academic abilities.
- II) Teach students how to use sources, how to cite them, etc
- III) Ask students about how they will research and plan a project;
- IV) Check memory sticks for other students' work; check the properties of documents to discover the original author of a file.
- V) Beware of work finished unusually quickly, or which appears on a deadline after apparent inactivity.

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