



Plagiarism Policy

Reviewed and approved: September 2020
Next review date: September 2021

HEALTH FUTURES UTC

PLAGIARISM POLICY

1. Introduction

Health Futures UTC (the UTC) is committed to providing the highest quality education and having effective relationships with their parents/carers. The UTC takes seriously any suspicion of plagiarism and fully supports the JCQ Plagiarism in Assessments documentation for examination centres.

JCQ defines plagiarism as 'taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.'

2. Roles and responsibilities

Candidates

All candidates are to be issued with the JCQ 'Information for Candidates – NEA' which outlines what plagiarism is and how to avoid it.

Any information taken from any resources must be referenced.

Candidates must sign the 'Candidate declaration' form. This is the candidate's confirmation that they are submitting their own work. This form will be submitted to the exam board to accompany their work.

Teachers

Teachers are responsible for ensuring that 'each candidate understands the contents of the *Information for Candidates – NEA*, particularly the meaning of plagiarism and what penalties may be applied'.

To avoid plagiarism, JCQ state that teachers should be 'keeping watch', 'confirming' and 'reporting' plagiarism. Once plagiarism is confirmed, teachers are responsible for reporting this to the Examinations Officer.

Examinations Officer

The Examinations Officer will inform the Principal if a candidate is found to be plagiarising their work, complete all relevant paperwork, and submit to the awarding body.

JCQ state that one of the following penalties will be applied if a student is found to have plagiarised:

- The piece of work will be awarded zero marks;
- Disqualification from that component for the examination series in question;
- Disqualification from the whole subject for that examination series;
- Disqualification from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate. This decision is not up to the centre.

Monitoring, Review and Evaluation

The policy will be reviewed and evaluated every year. Resulting changes and amendments will be actioned by the Examinations Officer.

The Principal will report to the Governors relevant aspects of the working of the policy as appropriate.

Signed by:

Chair of Governors: _____

Date: _____



Principal:

Date: 27 August 2020

The Governors will review the policy **annually** or as appropriate.