



Plagiarism policy

Owner:	Andrew MacDonald
Approved by:	School Development Board
Last review:	March 2021
Approved:	June 2025
Next review due:	June 2027

Rationale

This policy applies to any piece of work that is submitted as non-examined assessment and contributes directly to a student's qualification in a particular subject. Marling School has an obligation to assessment bodies, its students, employers and society in general to ensure that the qualifications its students gain are a fair and accurate representation of their work, and of the knowledge and skills attained. Plagiarism, and other forms of cheating, undermine the value of qualifications for all concerned because they undermine their credibility. If a student passes an assessment, or gets a qualification, by unfair means then this is unfair to those who have achieved the same qualification in the correct manner.

What is plagiarism?

"Plagiarism is the process or practice of using another person's ideas or work and pretending that it is your own"

In School, this means that plagiarism can be broadly defined as:-

- (i) Attempting to pass off someone else's work, including anything generated by digital tools or applications, as your own. This includes text, visual images, musical ideas and data, as well as the use of Artificial Intelligence. Further guidance on use of AI is [here](#).
- (ii) Any inclusion of work, from published or unpublished sources, of another person that has not been fully acknowledged. This should be done through use of quotation marks, referencing and a bibliography, as appropriate.

What the school will do if plagiarism is suspected

Teachers know their students well and are continually comparing work with that which has previously been submitted, using both their own judgement and online tools for checking originality of work. If a teacher suspects that a piece of work has been plagiarised then they will immediately inform the Head of Department. In the first such instance the Head of Department will meet with the student to make an initial assessment of the evidence and the level of seriousness of the instance. The Head of Department will then inform the Senior Leadership Team, of their judgement. The school will keep a record of all cases of plagiarism. Any further action, including whether and how work may be re-done, and sanctions required, will then be determined.

The full context of the plagiarism detected will be assessed when determining the response to it. Factors considered in that assessment will include:

- The scale of the plagiarism. For example, if a whole essay is plagiarised or only small sections of it.
- The level of intent involved. For example, small errors in referencing sources may not have been a deliberate effort to plagiarise.
- The potential impact of the plagiarism on the student and others.
- Any mitigating factors involved.

Plagiarism identified prior to a candidate declaration being signed

Should the plagiarism be identified prior to the student submitting a signed declaration then they are likely to be required to re-do the relevant section of work, or the whole piece of work in question if required, under timed conditions and the school reserves the right to make this part of a detention or suspension. The work will then be re-marked and submitted in the usual way.

Plagiarism identified subsequent to a candidate declaration being signed

Should the plagiarism be identified after the candidate has submitted their signed declaration then similar sanctions may be applied, but the school is likely to award a mark of zero for the piece of work and inform the exam board of its findings. The examination board has a number of options available to it, including disqualification from all examinations administered by that board (See [JCQ guidance](#) for further information).

Serious instances of plagiarism will be reported to the Principal and a number of different sanctions may be applied, up to and including an externally served suspension. A letter to parents/carers from the Principal will warn of the consequences of a second infringement (see persistent plagiarism below)

Allowing work to be plagiarised by another student

Any student who is found to have knowingly allowed another student to plagiarise their work risks an internally served suspension.

Persistent plagiarism

If a student is found to have plagiarised **in any way** on a further occasion, then they will receive zero marks for that piece of work and will serve an external suspension. The school is likely to refer the matter to the appropriate examination board in such cases. The examination board has a number of options available to it, including disqualification from all examinations administered by that board (See [JCQ guidance](#) for further information).

Furthermore, where large amounts of intentional plagiarism are found to have occurred across a substantive range of subjects the school may, at the Principal's discretion, move to permanently exclude a student for flagrantly cheating in blatant defiance of our instruction not to do so.

LINKED TO OTHER POLICIES:

- Behaviour Policy
- Exams Policy
- Responsible Use of ICT Policy