

# PORTFIELD SCHOOL & SATELLITE CENTRES



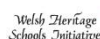
## POLICY DOCUMENT FOR PLAGIARISM



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## Review of Policy

This policy will be reviewed annually unless changes of circumstances or legislation requires it to be amended earlier.

Signed: .....  
Headteacher

Date: .....

Signed: .....  
Chair of Governors

Date: .....

## Portfield School Mission Statement

Working together    Learning together    Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

## **Plagiarism Policy:**

**Plagiarism** - Using someone else's work without giving them credit.

Plagiarism is **NEVER** acceptable; whether attending a traditional college or taking courses online. Every educational facility has their own policy regarding cheating and plagiarized work. When a student disregards the course policy, he or she can face a failing grade or even risk being dismissed from the course entirely.

**Student Responsibility** - A student is responsible for the content and integrity of all academic work submitted. The Internet makes it easier than ever to obtain resource materials you could potentially pass off as your own. It can be tempting for students to submit papers they have plagiarised. Unfortunately the only person who the student is cheating is themselves.

### **Online Course Offences**

- Using materials during a test or exam not authorized by the instructor
- Give or receive any assistance from anyone not authorized by the instructor
- Pose as another student or have another person submit a test or paper in your place
- Submit ideas or thoughts that are not your own without acknowledging the source of the information.
- Share your password with another student

**Instructors** have the responsibility to assign the appropriate penalty for cheating or plagiarism. The penalties will be made according to the course policy.

### **Types of penalties for course misconduct**

- Failing grade for the course
- Record of the offence on the student's file
- Suspension from the course
- Dismissal from the course
- Revocation of certificate

All the above will be dealt with in line with Pembrokeshire County Council school misconduct/Appeals/disciplinary procedures.

## **Appeals procedure for examinations**

### **Definition of appeals procedure**

The appeal procedure is intended to provide a formal means for reviewing a candidate's examination results, and is applicable to all examinations set and run by the school. The complaints procedure is detailed separately, the appeal procedure enables candidates to challenge exam award. All appeals will be handled in a fair and consistent manner.

### **Acceptable Grounds of appeal**

An appeal will only be deemed valid for consideration when based on procedural irregularity in conduct or determination of the result, of examination

### **Logging an Appeal**

An appeal must be submitted in writing within fourteen working days of the publication of the exam result. Appeals must be addressed to the Headteacher and include the following:

Date and type of examination

Grounds on which appeal is made

Supporting documentation to corroborate circumstances if appropriate

Appeal fee if applicable which can be refunded in certain circumstances.

An appeal will be acknowledged in ten working days. The correspondence will advise whether the appeal fulfils the criteria for convening an appeal.