

Plagiarism and Cheating

The following provides a working definition of Plagiarism and Cheating, together with some illustrative examples. Various levels are identified, and standard responses to those situations act as a guide for staff on how to handle them. Thus the document is intended as a guide for boys and staff alike.

PLAGIARISM

Plagiarism is using another person's work or words without proper acknowledgement, in work published, submitted or distributed. It could involve:

- word-for-word (or image) copying
- close paraphrasing without acknowledgement
- submission of another's work as one's own
- using words, ideas or images generated by another and pretending they are your own

Sometimes even a phrase used could be plagiarised.

Possible Levels of Fault

Level A: inadvertent or forgetful

Level B: relied on other work but tried to redo

Level C: obtained and used occasional passage(s) but much of the work is his own

Level D: cut-and-pasted from various sources without doing own synthesis

Level E: copied from one source (maybe another boy) and submitted 'as is'

Examples of Fault and corresponding Level

- a. quoted figures or results without acknowledgement (A)
- b. used existing work as a framework for his own but did not lift (B)
- c. lifted a diagram and did not reference (A)
- d. lifted text as a quote and did not reference (C)
- e. lifted some text but presented it as his own within what is actually his own, without acknowledgement (E)
- f. lifted entire passage and presented as own (E)

Possible Standard Reactions to Fault

Much would depend on the teacher's assessment of the extent to which the boy hoped to deceive and how much the fault might be a consequence of misunderstanding. This assessment would have to take into account any other suggestions about the boy's honesty that were available, e.g. in Tutee Notes.

Level A: verbal explanation of the error and how to avoid it; loses marks set aside for referencing

Level B: verbal explanation of the error, partial penalty in terms of marks, warning

Level C: verbal explanation of the error, partial penalty in terms of marks, warning and Tutee Note

Level D: evidence of the fault to be provided on the work, zero marks awarded and recorded, Tutee Note required

Level E: refer to Disciplinary Committee

In addition, Saturday Detention is an option, especially when it is felt that there was a real intention to deceive.

In cases where the boy has time to redo the work properly and submit, he should be encouraged to do this; a penalty would apply as if the work were delivered late, unless the original submission had been intended as a request for guidance.

CHEATING

Of course all plagiarism is cheating, but there are many other ways in which boys can be guilty of cheating.

In what follows, the word 'test' covers any exercise designed to arrive at a mark which will be recorded, and certainly includes all exams.

Possible Levels of Fault

- A. copying another boy's homework (not for submission) for the sake of having 'done' the work
- B. copying another boy's work with permission, and submitting it as one's own
- C. copying and submitting another boy's work without that boy's permission
- D. reading or copying from another during a test
- E. altering scripts after they have been returned, or trying to deliver answers after all have been collected
- F. having illicit material during a test or using disallowed equipment (e.g. cell-phone, textbook)

Possible Standard Reactions to Fault

A: Daily DT to re-do the work, Demerit for lender

B: Daily DT to re-do the work, Demerit for lender

C: zero marks for first effort, re-do required (not for marks); Tutee Note required

D: zero marks for the work, no opportunity to re-do for marks; Tutee Note required

E: refer to Disciplinary Committee

F: refer to Disciplinary Committee