



Plagiarism has many different elements, but a broad definition of the word is:

Using someone else's work in a way which implies it is your own, without acknowledging the original source.

Plagiarism does not just mean 'copying' written sources.

The plagiarism prevention website www.plagiarism.org states that:

'ALL OF THE FOLLOWING ARE CONSIDERED PLAGIARISM:

- submitting someone else's work as your own;
- copying words or ideas from someone else without giving credit;
- failing to put a quotation in quotation marks;
- giving incorrect information about the source of a quotation;
- changing words but copying the sentence structure of a source without giving credit;
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules).

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism. See our section on [citation](#) for more information on how to cite sources properly.' *What is Plagiarism? 2014, Plagiarism.org [online]. Available at: <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/> [Accessed 14th July 2015]*

WHAT ABOUT IMAGES, VIDEOS, AND MUSIC?

Using an image, video or piece of music in a work you have produced without receiving proper permission or providing appropriate citation is plagiarism. The following activities are very common in today's society. Despite their popularity, they still count as plagiarism.

- Copying media (especially images) from other websites to paste them into your own papers or websites.
- Making a video using footage from others' videos or using copyrighted music as part of the soundtrack.
- Performing another person's copyrighted music (i.e., playing a cover).
- Composing a piece of music that borrows heavily from another composition.

Certainly, these media pose situations in which it can be challenging to determine whether or not the copyrights of a work are being violated. For example:

- A photograph or scan of a copyrighted image (for example: using a photograph of a book cover to represent that book on one's website)
- Recording audio or video in which copyrighted music or video is playing in the background.

- Re-creating a visual work in the same medium. (for example: shooting a photograph that uses the same composition and subject matter as someone else's photograph)
- Re-creating a visual work in a different medium (for example: making a painting that closely resembles another person's photograph).
- Re-mixing or altering copyrighted images, video or audio, even if done so in an original way.'

What is Plagiarism? 2014, *Plagiarism.org* [online]. Available at:
<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/> [Accessed 14th July 2015]

Christopher Whitehead Sixth Form Expectations

- You will be given detailed guidance about plagiarism and how to avoid it.
- Plagiarism must be avoided at all times, guidance can be found in the sixth form diary.
- Substantial pieces of work (as defined by individual subject teachers) must be referenced in the Harvard style, guidance can be found in the sixth form diary.
- Your subject teachers will use online plagiarism checking software if they suspect that you have plagiarised all, or part of your work.
- If you are ever unsure about how to avoid plagiarism, or whether something constitutes plagiarism, you should ask a member of staff.

We recognise that many of these expectations apply to all our students not simply our years 12 and 13.

What are the consequences?

- If you submit a piece work that is found to have breached plagiarism laws your subject teacher will discuss the issue with you in person, and report the incident to the pastoral team.
- Plagiarised work will ALWAYS have to be re-done, regardless of whether there was an intention to plagiarise or not.
- In instances where plagiarism is deemed to be intentional, for example where an essay, either in full or in part, is substantially plagiarised and submitted as your own, a letter will be sent home explaining the seriousness of the incident. A copy of the letter will be kept in your student record file and a note will be made on the SIMs database.
- In instances where plagiarism is deemed to be accidental staff will support you to avoid future incidents.
- If you are caught plagiarising on another occasion, in any subject, a meeting will be arranged with the Head of Sixth Form or Director of Studies and your parents to discuss further action.
- If no attempt is made by an individual student to avoid plagiarism, years 7-11 their entry for a specific exam will be put in jeopardy and in the case of years 12-13 their future at Christopher Whitehead Sixth Form will be reconsidered. Each individual case will be considered in the best interest s of the school and the individual.
- Exam boards have very strict policies regarding plagiarism. In instances where plagiarism is suspected in externally assessed work (for example coursework), the relevant exam board will be informed and their procedures followed. More information can be found on the exam board websites:

- Joint Council for Qualifications: <http://www.jcq.org.uk/exams-office/malpractice/plagiarism-in-examinations>
- AQA: <http://www.aqa.org.uk/exams-administration/exams-guidance/malpractice>
- OCR: <http://www.ocr.org.uk/about-us/our-policies/regulations/>
- Pearson/ Edexcel: <http://qualifications.pearson.com/en/support/support-topics/exams/examination-guidance/malpractice-and-plagiarism.html>