



POLICY (Number: Hix) ACADEMIC PLAGIARISM AND CHEATING

Somerset House will not condone academic plagiarism or cheating in any form.

Definition of plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. As such, plagiarism can be considered an act of fraud as it involves copying someone else's work and attempting to conceal this. The following are examples of plagiarism:

- Copying someone's work and claiming it as one's own.
- Failing to use quotation marks or other means of setting apart, when quoting directly from a source.
- Intentionally copying and pasting electronic information on the internet.
- Using someone's word without crediting them.
- Using an idea which came from another source.
- Using text and not citing it.
- Downloading an essay, paper or summary from the internet and attempting to pass it off as your own work.
- Stealing an essay, paper, or any other work.
- Submitting work completed by another person.
- Getting too much help with an assignment e.g. from parents or friends.

Definition of cheating

Cheating is defined as obtaining or attempting to obtain credit for academic work by any dishonest or deceptive means. Cheating includes:

- Copying test or examination from someone else.
- Discussion of answers or questions during a test or examination.
- Taking or receiving copies of a test or exam without permission.
- Using notes or other information devices inappropriate to the prescribed test conditions.

Teaching and learning strategies to prevent plagiarism

At Somerset House the following teaching and learning strategies are in place to assist children to avoid plagiarism. Children are taught to:

- Develop good research habits through guided use of the internet and various other methods of research.
- Write down the citation details of all sources that are consulted.
- Keep notes and the citation details in their books or files.
- Learn how to paraphrase.
- Clearly differentiate quotes, paraphrasing, summaries, common knowledge, and personal opinion.
- Correctly cite different works.

Strategies to prevent cheating

- Expectations, rules and requirements for tests and examinations frequently discussed with children, particularly prior to an examination period.
- Tests and examination invigilated.
- Children not permitted to bring bags or devices into the test or examination venue.
- Examinations locked in Deputy Heads office.



Actions taken in the event of plagiarism or cheating

- Teachers re-teach the skills of citation versus plagiarism.
- Children re-write the assignment.
- In the event of repeated offenses of plagiarism, the child will get zero for the assignment.
- Parents notified via email after a repeat offense of plagiarism.
- A meeting with parents and the Head of Department and/or Deputy Head arranged if the child continues to plagiarise.
- A record of repeated offenses of plagiarism recorded in the child's pastoral file.
- In the event of cheating the child will get zero.
- In the event of cheating the child's parents will be notified via email and a meeting arranged with the Head of Department, Deputy Head, or Head.