



## Anti-Plagiarism Policy and Procedures

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### Introduction

1. This guide is written for academic staff with responsibility for supervising and/or marking candidates' coursework and other assessments.
2. This guide is also made available to LAT students to enable them to understand the rules relating to plagiarism and use of AI tools when writing their assignments.
3. Analysis of the statistics for malpractice in examinations and coursework shows that the incidence of plagiarism is rising.
4. LAT takes the issue of plagiarism seriously and uses Turnitin to detect any cases of plagiarism or use of AI within student assessments.
5. The effect of this rise in plagiarism and use of AI is to call into question the integrity of assignments generally and, especially those assessment components such as coursework where plagiarism can be undertaken most easily. If coursework is to remain as a viable assessment method, it is the duty of all who are preparing and assessing candidates for examinations as well as those who have an interest in the setting, marking and administration of examinations, to do whatever they can to address and seek to reverse the rise of plagiarism and use of AI.

### Plagiarism

**Definition: "The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own."**

Mostly, plagiarism refers to copying from published texts whether these are in print or on the internet, but it can also refer to copying from manufactured artefacts, or essays or pieces of work previously submitted for examinations.

A strict interpretation of the term "work" in the above definition would include the original ideas as well as the actual words or artefacts produced by another. Unless the candidate has submitted an extensive and unacknowledged paraphrase (amounting to more than 50% of the total) of another person's writings, however, the Awarding Bodies will not include paraphrasing under the definition of plagiarism.

Instead, markers should reflect the incidence of any paraphrasing in the way they apply the mark scheme. On the other hand, plagiarism will cover the direct and unacknowledged translation of foreign language texts into English.

Note that plagiarism does not include collusion, that is, working collaboratively with other candidates; neither does it include copying from another candidate in the same examination session. Both are defined as different forms of malpractice.

Plagiarism is restricted to those examination components where students undertake examination work in unsupervised conditions, such as coursework, pre-release work, or the compilation of research notes which can be used in the examination. It can also occur when candidates are permitted to annotate texts and bring these into the examination room.



### **Why plagiarism is on the increase**

The reasons why candidates plagiarise are varied, but among them are:

- a) the candidate's lack of awareness of the regulations.
- b) the candidate's failure to allow sufficient time to produce the work.
- c) the greater pressures on students to succeed.
- d) the increased number of coursework components in examinations.
- e) the candidate's lack of skill in using source material and/or acknowledging the use of material.
- f) the greater availability of information on the internet and ease with which this can be copied.
- g) the encouragement to use the internet freely as a source of information, together with the student's failure to keep accurate records of web pages accessed.
- h) the growth of websites providing coursework, either by facilitating the swapping of students' work, or by providing, for a fee, finished pieces of coursework.
- i) the idea of a quick solution or short cut appeals to some candidates, particularly if the task does not interest them.
- j) the candidates plagiarise the work of others because they think their production of coursework during the course will not be monitored.

### **Preventing plagiarism**

If you are teacher or assessor entering candidates for a qualification with a coursework component, you must accept the obligation to authenticate the work which is submitted for assessment. You must confirm that the work produced is solely that of the candidate concerned.

You must not accept work which is not the candidate's own. If plagiarism is discovered, the incident must be reported to the Awarding Body. The Awarding Body will then decide who conducts the initial investigation.

### **In order to prevent plagiarism, you should:**

- a) consider incorporating an awareness raising session on academic honesty in the induction process for new students.
- b) ensure that each candidate understands the meaning of plagiarism and what penalties may be applied.
- c) reinforce to a candidate the significance of their signature on the Statement of Authenticity which states they have understood and followed the coursework requirements for the subject.
- d) make clear what is and what is not acceptable in respect of plagiarism and the use of sources, including the use of websites. It is unacceptable for students to simply state Internet, just as it would be unacceptable to state Library rather than the title of the book, name of the author, the chapter and page reference. It is similarly unacceptable to list search engines such as Google, Ask Jeeves etc; candidates must provide details of any web pages from which they are quoting or paraphrasing.
- e) teach the conventions of using footnotes and bibliographies to acknowledge sources.



- f) teach the use of quotation marks when sources are quoted directly (a suggested guideline for the need to put items in quotation marks would be the use of more than six words in unchanged form);
- g) give time for sufficient work to be done in class under direct supervision to allow the teacher to authenticate each candidate's whole work with confidence.
- h) examine intermediate stages in the production of work in order to ensure that the work is underway in a planned and timely manner.
- i) not accept, without further investigation, work which you suspect has been plagiarised; to do so encourages the spread of this practice.

### **Dealing with plagiarism**

There are three steps in the process for dealing with plagiarism:

- Keeping watch
- Confirmation
- Reporting

There are a number of clues that point to the possibility of plagiarism, and you should remain alert to the possibility of spotting these:

- Varying quality of content. Well-written passages containing detailed analyses of relevant facts alternating with poorly constructed and irrelevant linking passages.
- Candidates write the introduction and conclusion to an assignment to make it fit the question, and then fill in the middle with work which has been lifted from elsewhere.
- Candidates submit completed work without intermediate stages.
- The use of a mixture of English and American vocabulary or spellings.
- The work contains specialised terminology, jargon, obscure or advanced words not typical of this level of candidate.
- The style of punctuation, font, headers or sub-headers is not regular or consistent.
- Any variations in the style or the tone of writing or the level of sophistication of the sentence structure.
- Lack of references in a long, well-written section could indicate that it had been copied from an encyclopaedia or similar general knowledge source.

### **Confirmation**

If you suspect that an assignment has been plagiarised, the next step is to try to locate the source. The easiest method is to type a specific four-to-six-word phrase from the text directly into a search engine such as Google and perform an "exact phrase search". If the article was copied from the free, visible web there is a good chance this approach will find it, particularly if a few search engines are tried.



If it does not come up through these searches, the piece may have been taken from the “invisible web”, that is, from articles which are not separately indexed to a search engine, although the site itself is. E.g. Sites run by newspapers, magazines, online encyclopaedias, subject specific sites.

Computer programmes to detect plagiarism are available (e.g. Turnitin).

If plagiarism is suspected, a discussion with the candidate may help a teacher assess whether the work is that of the student. If this is inconclusive the work in question could be removed and replaced by alternative work whose authenticity is not in doubt.

### **Reporting**

If your suspicions are confirmed, your centre must report the malpractice to the appropriate Awarding Body. The Awarding Body will then decide who conducts the initial investigation. Teachers must not accept work which is not the candidate’s own.

Ultimately the Head of Centre has the responsibility for ensuring that candidates do not submit plagiarised work.

If plagiarism is suspected by an Awarding Body’s moderator or examiner,

- Full details of the allegation will be reported to the Awarding Organisation.
- The Awarding Organisation will decide who will conduct an investigation into the alleged malpractice and the investigator will submit a written report.
- The Awarding Body will then consider the case and, if necessary, impose a sanction in line with their procedures.

### **Harvard Referencing System and Avoiding Plagiarism**

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Referencing is the citing of sources you have used to help create your assignment report. The Harvard citation style is a system to incorporate other people’s quotes and ideas into your work in order to support and validate your conclusions without breaching any intellectual property laws.

Referencing is made up of two main components:

- **In-text citations** - Used to briefly indicate where you have directly quoted or paraphrased a source (Author’s surname and year of publication should be shown in brackets)
- **Reference list** – An alphabetic list at the end of your report that enables the assessment marker to locate each source with ease (linked to the in-text citation)

It’s a common mistake to leave citing and creating your bibliography until the very last minute. Make sure you record ALL sources of information as you use them (including websites).

Whenever you use someone else’s work to contribute to your assignment (even when you have completely reworded the information), you must give the original author the appropriate credit in order to avoid plagiarism. The only exception to this rule is “common knowledge”, for example, Donald Trump is President of the United States.



Whilst plagiarism is not always intentional, it is easy to accidentally plagiarize your work when you are under pressure from imminent deadlines, you have managed your time badly, or if you lack confidence when putting ideas into your own words. The consequences can be significant, ranging from deduction of marks to complete assignment failure.

### **How to avoid Plagiarism:**

Proving that your work is informed by appropriate academic reading will enhance its authenticity. Academic writing values original thought that analyses and builds upon the ideas of other scholars. It is therefore important to use Harvard style referencing to accurately signpost where you have used someone else's ideas to show that your writing is based on knowledge and informed by appropriate academic reading. Citing your sources will demonstrate to your reader that you have delved deeply into your chosen topic and supported your thesis with expert opinions.

- **Formulate a detailed plan** - carefully outline both the relevant content you need to include, as well as how you plan on structuring your work
- **Keep track of your sources** - record all the relevant publication information as you go (e.g. If you are citing a book, you should note the author's name, year of publication, title, edition number, city of publication and name of publisher). Carefully save each quote, word-for-word, and place it in inverted commas to differentiate it from your own words.
- **Manage your time effectively** - make use of time plans and targets, and give yourself enough time to read, write and proofread your work
- When you are paraphrasing information, make sure that you use only your **own words** and a sentence structure that differs from the original text
- **Save all your research and citations in a safe place** - organise and manage your Harvard style citations and keep accurate records of all sources

### **Inserting a quote, statement, or statistic into your work**

When inserting any source information into the main body of your work, you should:

- Provide the author's surname and date of publication in brackets, directly after the relevant information or at the end of the sentence

**Example:**

There are many assumptions when it comes to the information processing approach to cognition... (Lutz and Huitt, 2004).

- If you mention the author's name as part of your text, you only need enter the year of publication directly after where the author's surname is mentioned

**Example:**

In the overview of these developmental theories, Lutz and Huitt (2004) suggest that...

- If you are quoting a particular section of the source (rather than the entire work), you should also include a page number, or page range



**Example:**

"...the development of meaning is more important than the acquisition of a large set of knowledge or skills ..." (Lutz and Huitt, 2004, p.8), which means that ...

## Reference List / Bibliography

Your reference list or bibliography should start on its own page, with the same formatting as the rest of the paper and aligned to the left.

- Arrange the list in alphabetical order by the author's last name
- *Titles of books, reports, etc. should be in italics*
- The first letter of each publication title, and the first letter of all names must be CAPITAL LETTERS

**Example - when quoting from a book with one author:**

Bell, J. (2010) *Doing your research project*. 5th edition. Maidenhead: Open University Press.

**Example - when quoting from a website or Ebook:**

The quickest and simplest solution is to provide the URL link to the relevant website or ebook.

## Reference List / Bibliography for this Guide

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Available at: <http://www.uefap.com/writing/referenc/harvard.pdf>

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