# Elysian School Plagiarism Policy

**Date Agreed: February 2023**

**Date of next review: February 2024**

**Cheating and Plagiarism**

Your work is an opportunity to demonstrate your skills, talent and hard work. It is an offence for a learner to try to gain an unfair advantage with a view to obtaining a better result than he or she would otherwise achieve by stealing work that is not theirs; or by not giving the original author the credit for that work.

Examples are:

1. copying from work undertaken for assessment by another candidate;

2. personation of others;

3. fabrication of results;

4. plagiarism, that is, the act of taking or copying someone else's work, including another learner's, and presenting it as if it were your own, or where a learner's own work is re-presented without being properly referenced.

5. Collusion – working together with another learner when the work must be your own

6. Getting other people to undertake assignments or exams

7. having help during an exam that is not allowed, eg, mobile phone, other electronic device, notes

Reports of alleged offences are considered and investigated by the Head of Education. During assessments, if a member of staff suspects plagiarism, this will be reported immediately to the Head of Education. The investigation will look to test whether plagiarism has been committed and whether there are any extenuating circumstances.

You should note that there are severe penalties for such offences. The following actions are typical of the penalties imposed upon a learner who is found guilty of plagiarism:

1. A reprimand from the Head of Education and having to retake the specific piece of work

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2. A further reprimand with a written letter to parents/carers; having to retake module

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3. A further reprimand with a written letter placed on file; having to retake entire subject

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4. Failing the entire subject; potential fixed-term exclusions

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5. Permanent exclusion from the provision


This policy will be reviewed annually by the Head of Education and the Advisory Board