

PLAGIARISM POLICY

Last reviewed:	September 2026
Next review due:	September 2027
Reviewed by:	Director of Academic Studies Director of Digital Strategy

1. Definition

Plagiarism is the act of passing off someone else's work, intentionally or unintentionally, as your own. This might be by copying or paraphrasing someone else's published or unpublished work without proper acknowledgment, or by representing someone else's artistic or technical work or creation as your own. Plagiarism includes copying or paraphrasing work produced by Artificial Intelligence (hereafter referred to as AI).

It is important to remember that plagiarism can be committed accidentally, by failing to acknowledge your sources or by relying too heavily on the words or other work of others or AI. If a student is concerned they may be plagiarising, they should speak to a member of staff who can offer guidance.

2. The school's policy on plagiarism

We oppose plagiarism primarily because it is contrary to the educational process. This is most obvious in the case of subjects like mathematics, or translation of a language: if you merely copy your answers out of an answer key to a Maths, or Latin, textbook, then you won't have done the work that tests and improves your understanding of Maths, or Latin, as the case may be. The act of processing knowledge and understanding in a transformational manner is known to be an essential part of learning, and of demonstrating your academic progress. Merely copying others' words and ideas, as opposed to presenting ideas in your own words, undermines and evades the process of acquiring a proper understanding of your subjects, and of acquiring the skills of presentation that we aim to help you develop.

Plagiarism may give a student an unpermitted academic advantage and it is therefore considered as seriously as collusion, cheating in exams and fabricating results or data. As such, it is unacceptable in a scholarly community. In universities, plagiarism is standardly regarded as an act of academic misconduct. Penalties for plagiarism at university are severe, including the award of a mark of zero for assessed work and even, in the case of repeated offences, termination of the student's course.

Universities also penalise against self-plagiarism, which is when a student copies large parts of their own previous work into a new piece of work in an attempt to make it look like new material.

We actively discourage plagiarism, including self-plagiarism, because it undermines learning, and we want our students to learn good study practices in preparation for higher education and academia. See Section 4 for more information on possible sanctions.

3. Work submitted for externally validated qualifications

As outlined by JCQ, students must ensure that work submitted for assessment is demonstrably their own.

Students must reference the sources they have used when producing work for an assessment. This should be true of all work submitted whilst a student is at school. Appropriate referencing is a means of demonstrating academic integrity and is key to maintaining the integrity of assessments. If a student uses an AI tool which provides details of the sources it has used in generating content, these sources must be verified by the student and referenced in their work in the normal way. Where an AI tool does not provide such details, students should ensure that they independently verify the AI-generated content – and then reference the sources they have used. In addition to the above, students must acknowledge any substantive use of AI in producing academic work. Teachers may specify additional citation requirements.

This allows teachers and assessors to review how AI has been used and whether that use was appropriate in the context of the particular assessment. This is particularly important given that AI-generated content is not subject to the same academic scrutiny as other published sources. Where AI tools have been used as a source of information, a student's acknowledgement must show the name of the AI source used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2023. The student must, retain a copy of the question(s) and computer-generated content for reference and authentication purposes, in a non-editable format.

Teachers and assessors must only accept work for assessment which they consider to be the students' own (in accordance with section 5.3(k) of the JCQ General Regulations for Approved Centres).

Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), JCQ requires the teacher to investigate and take appropriate action.

At d'Overbroeck's, this may lead to the student's work being submitted to the school's Academic Review Committee which is comprised of senior members of the school's academic leadership not connected with this piece of work. The Academic Review Committee will undertake an independent investigation which may include discussing the assignment with the student to decide whether this is their own work.

4. Sanctions

If a student is suspected of plagiarising essays or assignments, whether in class or at home, the issue will be taken seriously and investigated by staff. Work that is the result of plagiarism will have to be redone and resubmitted. The school's senior academic leadership team will also be informed and may take further action if needed; for example, if a student has continued to use AI without referencing this, following a warning. Parents and guardians will be notified of instances of plagiarism in such cases.

Students submitting work for a public exam or for coursework purposes are asked to sign a declaration of authenticity. Prior to signing this form, students will be reminded that they are confirming that the submitted work is their own and a false declaration may constitute malpractice.

If a student is found to have plagiarised work during a public exam or for coursework purposes before they sign any exam board forms, it remains a school issue. The senior academic leadership team will be involved and parents and guardians informed.

If a student plagiarises after they have signed the relevant form, stating the work is their own, then the school will have no choice but to inform examination boards, who may decide to award a mark of zero for that work/paper or disqualify the candidate entirely from that subject.

Useful sources of information:

[AI Use in Assessments: Your role in protecting the integrity of qualifications – Joint Council for Qualifications \(AI-Use-in-Assessments_Apr25_FINAL.pdf\)](#)

[Plagiarism in Assessments – Joint Council for Qualifications \(Plagiarism-in-Assessments.pdf\)](#)

Associated policies available from the [school website](#):

- Artificial Intelligence (AI) policy
- Behaviour, rules, rewards and sanctions policy

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