

Sixth Form Plagiarism Policy

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1.0 Introduction

In this policy, the abbreviation of EDA will be used to cover all aspects of the Emil Dale Academy business that is affiliated with the full-time courses in any capacity.

This policy has been written in conjunction with The Knights Templar School’s plagiarism policy. The Knights Templar School are partnered with EDA to fulfil the BTEC Level 3 National Extended Diploma in Performing Arts Practice (Musical Theatre) qualification.

1.1 Policy Aim

EDA does not condone plagiarism and will take appropriate action if it is detected in the work of any student enrolled in the Sixth Form course. This policy aims to set out the expectations that both EDA and Pearson (the qualification board for EDA’s two-year Sixth Form course) has in regard to plagiarism.

1.2 Location of Policy

This policy is available to access on EDA's website.

1.3 To whom and where this policy applies

This policy is applicable to all students who are enrolled on EDA's two-year Sixth Form course.

1.4 The context of this policy and its relationship to other policies

This policy should not be read in isolation as it links with many of EDA's other policies, including, but not limited to the:

- a. Sixth Form Behaviour and Disciplinary Policy and Procedure
- b. Sixth Form Student Handbook

2.0 Policy

2.1 What is plagiarism?

Plagiarism is attempting to pass off other people's work and ideas as your own.

Plagiarism includes, but is not limited to:

- a. Copying from another student or copying from books or the internet;
- b. Paraphrasing;
- c. Cutting and pasting together sections of the work of others into a new whole;
- d. Subcontracting your work for someone else to complete;
- e. Supporting plagiarism by providing/lending work to others, whether it is believed it will be copied or not;
- f. Submitting the same piece of work for two different purposes.

2.2 Why is plagiarism considered wrong?

Plagiarism is an academic offence and is considered wrong for many reasons, including:

- a. It is fundamentally dishonest;
- b. Students who commit plagiarism are seeking an unfair advantage over other students;
- c. Students who commit plagiarism are devaluing the value of the qualification they seek;
- d. It is disrespectful to teachers and assessors and a betrayal of EDA's trust.

2.3 Teacher responsibilities

At the start of each academic year, the Sixth Form Course Leader will teach and/or remind the students what the expectations are for referencing their work and how they should correctly use information to avoid plagiarism.

The Sixth Form Course Leader will also advise students on any relevant legal/exam board requirements when using material specific to their modules. Adequate support will be provided to students when class work, homework and/or coursework is issued, and suitable deadlines will be provided for any work to be completed outside of EDA training hours also.

2.4 Student responsibilities

Students on EDA's Sixth Form course are expected to:

- a. Submit authentic work;
- b. Reference any work that has been quoted from another source;
- c. Follow all instructions and guidance given by teachers regarding any class/home/coursework and deadlines; and
- d. Ask questions and seek appropriate help if they are unsure about any aspect of set work.

If any sections of a student's work are reproduced directly from AI (Artificial Intelligence) generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have not independently met the marking criteria and therefore will not be rewarded.

2.5 If plagiarism is suspected

If EDA have reason to suspect plagiarism, they will determine the level of plagiarism according to the following criteria (in all cases the Sixth Form Course Leader and either the Principal or Deputy Principal will be informed):

- a. First level - examples may involve a student using a paragraph or a few lines without referencing the source properly, however, most of the work is the student's own.
Recommended procedure: student should re-do the work.
- b. Second level – examples may include use of two or more paragraphs of someone else's ideas/work without proper referencing. Although much of the work is the student's, it is evident that some of the work has been taken directly from other sources. **Recommended procedure: students should re-do the work and a letter should be sent home from the Sixth Form Course Leader.**
- c. Third level – the majority (or all) of the work has been taken from another source or sources and not referenced. Examples may include essays taken from the internet/friends/siblings or acquiring information and intentionally altering it (slightly altering friend's work).
Recommended procedure: No marks are awarded for the class/home/course work, if relevant marks will not be submitted to the exam boards, the Sixth Form Course Leader will meet with the student and their parents/legal guardians.
- d. Fourth level – multiple pieces of work have been handed in using plagiarised content.
Recommended procedure: No marks are awarded for the pieces of class/home/course work, if relevant marks will not be submitted to the exam boards, the Sixth Form Course

Leader will meet with the student and their parents/legal guardians. EDA may also decline to write a reference for the student's application to HE institutions.

EDA may also liaise with Knights Templar to determine a solution/consequence.

Version Number	Date of Issue	Review Date	Author	Changes Made/ detail
01	13 th September 2023	July 2024	Eden Tinsey	First issue
02	10 th October 2024	October 2025	Eden Tinsey	Additions made to Section 2.1 Additions made to Section 2.4