



Plagiarism

Prince Henry's Grammar School acknowledges that the effective management of plagiarism to ensure the authenticity of learner evidence is vital to the security and creditability of qualifications. Therefore all those involved at all times will strictly adhere to appropriate procedures. The effective implementation will be scrutinised at regular intervals with appropriate interventions if necessary.

Procedure

1. All staff at Prince Henry's Grammar School will receive training on how to identify and manage effectively any instances of plagiarism and this will be supported by written reference in the staff handbook.
2. What plagiarism is, its forms and impacts will be comprehensively explained to learners before and during their learning programme and again prior to certification.
3. If plagiarism is potentially identified, the tutor will report this to the key centre contact and together an appropriate course of action will be decided. This will be recorded and held by both the tutor and key centre contact. If there is any impact on the security of a qualification the ASA AB will be informed.
4. If there is persistent plagiarism either by a learner or group of learners the learners will be withdrawn from the course with no refund and this will be reported immediately to the ASA AB.