

Mission Statement:
Creating tomorrow's successful and
caring citizens today.



GFM Malpractice and Plagiarism Policy

Policy Updated By	Latest Publish Date	Monitoring Cycle
Akram Tarik	August 2020	Annually

Schedule for Development / Monitoring / Review

This policy was approved by the Governing Body on:	
The implementation of this policy will be monitored by the:	Principal and Senior Leadership Team
The Policy will be reviewed annually, or more regularly in the light of any significant new developments. The next anticipated review date will be:	August 2021

This policy is applied at GFM alongside our school's vision, mission and values. Interwoven with the principles of High Performance Learning; values, attitudes, attributes and A.C.P. Characteristics.

1. Aims

- To identify and minimise the risk of malpractice by Learners
- To respond to any incident of alleged malpractice promptly and objectively
- To standardise and record any investigation of malpractice to ensure openness and fairness
- To impose appropriate penalties and/or sanctions Learners where incidents (or attempted incidents) of malpractice are proven
- To protect the integrity of the School and qualifications offered.

2. Education and Training

The School will take all appropriate measures to ensure that Learner's work is their own and that plagiarism and other forms of cheating have not taken place. The School will also take appropriate action where plagiarism is detected. The School is committed to the prevention of plagiarism and malpractice by;

- the training of staff in plagiarism prevention and detection
- informing Learners upon approving them of the methods being used to aid detection and the penalties imposed by the School in the event that malpractice is proven

Vision

'At GFM we empower students to have the heart to celebrate uniqueness and the mind to be innovative, creative problem solvers, bringing a positive change to the world in which we live.'



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- ensuring that Learners are properly instructed in what constitutes fair practice and appropriate referencing by showing them appropriate formats to record cited texts and other materials or information sources including websites
- asking Learners to declare that the work is their own
- asking Learners to provide evidence that they have interpreted and synthesized appropriate information and acknowledged any sources used
- verifying the identity of a Learner before taking an examination
- taking disciplinary action as appropriate including reporting the alleged malpractice to the relevant Awarding Body

3. Responsibilities

It is the responsibility of all Learners and staff to ensure that Learner work submitted for purposes of assessment is their own work.

It is the responsibility of Learners:

- To ensure that work submitted for purposes of assessment is their own.
- To ensure that the words and arguments of others are appropriately cited and referenced.

Plagiarism includes copying materials from other Learners past or present; from written sources; from the Internet or from any other source; whether this is through cutting and pasting, rewriting or by any other means. Changing a few words within a copied piece of text does not render the document original and still counts as plagiarism. Work submitted by Learners must be their own unless it is specifically indicated within the text through appropriate referencing that this is not the case - or where originality was clearly not a requirement of the assessment being undertaken.

Please read this policy alongside:

Anti-Bullying Policy, Inclusion Policy, Malpractice and Plagiarism Policy, Safeguarding Policy, Zero Tolerance Policy, Parent & Student Cybersecurity Guide, Filtering Policy, Acceptable Use Policy, Bring Your Own Device Policy, Curriculum Policy, Data Protection Guidance, Code of Conduct, Audio Video Conferencing Security Guide for Teachers, Student Password Policy, Remote Learning & Safeguarding Policy, Guidance for Safer Working Practice, IT Online Security Guidance for Parents, Safeguarding and Inclusion Guidance during Remote Learning, Mobile Phone Policy, Social Media Policy, Curriculum Policy and Learning & Teaching Policy

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Signed  Date.....
Principal/CEO

Policy review date: August 2021

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