

# Domino Servite School



Accreditation Number 13SCH0100008 Registration Number 122581

## Plagiarism Policy

### 1. Definition

In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source.\*

### 2. Teacher Responsibility

- 2.1 It is the task of every teacher to help learners acquire the necessary skills needed to avoid plagiarism. Refer to the Reference Technique booklet on how to manage this.
- 2.2 Teachers should be able to distinguish between accidental plagiarism (where the correct format for citing sources has not been used, where a learner has forgotten to cite one or two sources or where a learner does not have the required skills); and deliberate plagiarism (where a person is knowingly dishonest).
- 2.3 Tasks should be set in such a way so as not to make allowance for the possibility of plagiarism. Criteria included in rubrics should give guidelines so as to help learners avoid plagiarism.

### 3. Citation Requirements

The following define the requirements for the learners in each phase.

- |                           |  |
|---------------------------|--|
| <b>Foundation Phase</b>   | <ol style="list-style-type: none"><li>a) Use quotation marks when copying directly from a source.</li><li>b) Include a section at the end of the project or task which cites the titles of books used or the URL's of websites.</li><li>c) Acknowledge any person who provided help or information.</li></ol>  |
| <b>Intermediate Phase</b> | <ol style="list-style-type: none"><li>a) Use quotation marks when copying directly from a source.</li><li>b) Include a bibliography at the end of the project or task which lists the titles of all books and their authors, as well as the URL of any website and the name of the author (if known).</li><li>c) The sources of all pictures used must be cited in the same way.</li><li>d) Acknowledge any person who provided help or information, specifying the type of help received.</li></ol> |
| <b>Senior Phase</b>       | <ol style="list-style-type: none"><li>a) Use quotation marks when copying directly from a source.</li><li>b) Include a bibliography at the end of the project or task which lists the following information for every source used. (Refer to Reference Technique booklet)</li><li>c) The sources of all pictures used must be cited in the same way, but this is done below each picture used.</li></ol>   |

\*Defining and Avoiding Plagiarism: The WPA Statement on Best Practices. [www.wpacouncil.org](http://www.wpacouncil.org)

- d) Acknowledge any person who provided help or information, specifying the type of help received.
- FET Phase**
- a) All the requirements for the Senior Phase apply.
  - b) The APA method of citation will be used. (Refer to Reference Technique booklet)
  - c) Learners should be taught how to make use of footnotes in referencing sources.

#### **4. Disciplinary Action**

Depending on the severity, the Domino Servite Code of Conduct states that a scale of 30 – 80 order marks can be given for “cheating during tests/exams/assessment activities”. Deliberate plagiarism is cheating.

If a teacher has established that plagiarism has taken place, s/he should submit a report of the incident, with proof of plagiarism, to the Assessment Irregularity Committee, who will decide on the appropriate disciplinary action and advise on how the task should be assessed.