

## What is plagiarism?

In general, plagiarism is taking somebody else's intellectual work and presenting it as your own.

The Joint Council for Qualifications defines plagiarism as

***“unacknowledged copying from or reproduction of published sources or incomplete referencing.”*** (JCQ, 2018).

Plagiarism can involve copying from published texts, either in print or from the internet, work by others that has previously been submitted for an assessment, or work made by others for you to submit.

It is viewed as a form of cheating and is treated very seriously by exam boards (JCQ, 2019). Even something unintentional, such as forgetting to acknowledge a source, can still lead to penalties.

### How do I avoid plagiarism?

The best way to avoid it is to make sure that you understand the regulations covering the work you are doing and to take care to acknowledge anyone who helps you, and all the sources of information that you use. Use our checklist to make sure you do this.

### Checklist:

- Understand what plagiarism is.
- Read and understand the **JCQ Information to Candidates** (JCQ, 2019).
- Understand how to acknowledge the sources you use. The **EPQ Study Skills Guide on Referencing** will help with this. Your school may have specific advice.
- Check you know the submission deadline for your essay or project.
- Keep a journal of your work as you go along. This will help you stay organised and enable teachers to see your progress.
- Never submit work that has been written for you by others, or copied from others.
- Keep your work safe and never allow anyone to copy it.
- Tell your teacher the names of people who helped you, and how, and include them on the cover sheet / declaration.
- Acknowledged all the sources of information you used and included them in your bibliography.

**Only sign the cover sheet / declaration form when you have done everything on this list.**

### Further information

- The OxLibris EPQ Study Guide on Referencing [libguides.bodleian.ox.ac.uk/oxlibris/welcome](https://libguides.bodleian.ox.ac.uk/oxlibris/welcome)
- Advice from Oxford University [www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1](https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1)

### References

JCQ (2018) Plagiarism in Assessments. Guidance for teachers and Assessors (PDF). Accessed from <https://www.jcq.org.uk> [April 2020]

JCQ (2019) Information for candidates: non-examined assessments (PDF). Accessed from <https://www.jcq.org.uk> [April 2020]



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