

A guide to plagiarism

for CVQO learners



WHAT IS PLAGIARISM?

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



Ctrl + C

Ctrl + V

Plagiarism can include:

- copying from another learner
- copying from books or the internet
- paraphrasing
- paying someone to do the work
- submitting the same piece of work for two different purposes

Why is plagiarism wrong?

- It is fundamentally cheating
- It offers an unfair advantage over other learners
- It devalues the qualification



Tips on how to cite and reference texts

The following are intended to help you understand why plagiarism happens and cite/reference texts properly.

There are many reasons why plagiarism happens. **You may:**

- not understand what is meant by plagiarism, because it has never been explained to you
- not believe plagiarism to be wrong - you download music, video clips and games all the time
- lack referencing skills and, therefore, are unable to record and cite sources correctly
- have misconceptions about the ownership of electronic material
- regard plagiarism as a short-cut to success

When preparing your answer:

- make sure you have used your own words
- do not use someone else's words without identifying the source using quotation marks, for example: "CVQO, 2020, BTEC Level 2 Teamwork and Personal Development in the Community: Learning Guide for Workbook 1". If you forget quotation marks, your answer will not be assessed
- know it is never acceptable to copy an answer from other learners (past or present) and submit it as your own answer
- be careful when working with a group, following discussion or group work you must all write your own answers



What are the consequences of plagiarism?

- You **learn far less** than those who do not plagiarise
- Assessment procedures are **compromised** if the work submitted is not your own
- Assessors are **unable** to form correct decisions on your progress
- You and the person you have copied from may be **penalised** by failing one or more components of the qualification, and may be unable to continue the course