

Plagiarism is not condoned, supported or practiced by Core Skills Tutoring. Put simply, every single word that our students submit in their assessment must be their own. Our job is to teach them the skills to effectively put together their assignment. These skills include:

- Interpreting the task and criteria sheets and using these to create a scaffold considering topic sentences and the word limit,
- Knowing what needs to go in every paragraph (topic sentence, example, explanation, interpretation, concluding sentence),
- Knowing how to find appropriate evidence to support our claims and referencing these, and
- How to edit effectively and efficiently.

It is **not our role** to do any of the following **FOR** the students:

- Create a scaffold **FOR** them,
- Come up with topic sentences **FOR** them,
- Proof-read their work and suggest better vocabulary, or
- 'edit' their work.

Doing any of the above tasks for a student constitutes plagiarism.

PLAGIARISM

Plagiarism is a very serious issue. Plagiarism is the concept of taking another person's ideas and claiming them as your own. Plagiarism in Queensland can lead to investigations by the Department of Education, fines and even jail time. Due to the nature of our business, it is very important that we support our students to ascertain the skills to achieve academic success without blurring the line between support and plagiarism.

Plagiarism can occur in a variety of situations. These include but are not limited to:

- Writing the sentences for the student.
- Verbally telling the student a 'better way to say it' and allowing them to type it.
- Editing the students work and changing words or sentence structure.
- Giving the student an example and the student copying off this.

Any allegations of plagiarism for both students and staff are taken very seriously at Core Skills Tutoring and depending on the nature of the incident, can lead to verbal warnings, written reprimands, performance improvement plans or termination.



PLAGIARISM GUIDE

EXPECTATIONS OF STAFF

Version Control:

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