

Plagiarism Policy

Policy Statement

In all assessed work candidates should take care to ensure the work presented is their own and fully acknowledges the work and opinions of others. It is also the responsibility of the candidates to ensure that they do not undertake any form of cheating or other form of unfair advantage.

2. Scope

This policy and procedure applies to all internal assessments, and internal and external examinations. Where awarding bodies or validating HEI's have their own published procedures these will take precedent over the college policy.

3. Legislation

The Human Rights Act 1998 applies to the operation of this policy.

4. Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring:

- 4.1 the policy is known, understood and implemented.

5. Actions to Implement and Develop Policy

- 5.1 An allegation of cheating, plagiarism or other unfair advantage is not the same as proof of the incident.
- 5.2 It is for the Group Operations Director to judge the seriousness of the case and to exercise discretion accordingly, having regard to institutional precedent where appropriate.

6. Definitions and Examples

There are different forms of "academic irregularity" all of which may be the subject of the procedures described below. However, it is not possible to state categorically that, in all cases, every perceived academic irregularity will be proved once that matter is investigated. Each case will have to be considered on its merits and on the basis of the strength of evidence. The following sections are different types of academic irregularity.

6.1 Cheating

Cheating includes:

- 6.1.1 Communicating with or copying from any other candidate during an examination except insofar as the examination regulations may specifically permit this e.g. group assessments.
- 6.1.2 Communicating during an examination with any person other than a properly authorised Invigilator or another authorised member of staff.

- 6.1.3 Introducing any written or printed materials into the examination room, unless expressly permitted by the examination or programme regulations.
- 6.1.4 Introducing any electronically stored information into the examination room, unless expressly permitted by the examination or programme regulations.
- 6.1.5 Gaining access to an unauthorised material relating to an examination during or before the examination.
- 6.1.6 Obtaining a copy of an “unseen” written examination paper in advance of the date and time for its authorised release.
- 6.1.7 In any other way, the provision, or assistance in the provision, of false evidence or knowledge of understanding in examinations.

6.2 Plagiarism

The deliberate and substantial unacknowledged incorporation in a candidate’s work of material derived from the work (published or unpublished) of another.

Examples of plagiarism are:

- 6.2.1 The inclusion in a candidate’s work of more than a single phrase from another person’s work without the use of quotation marks and acknowledgement of the sources.
- 6.2.2 The summarising of another person’s work by simply changing a few words or altering the order of presentation, without acknowledgement.
- 6.2.3 The substantial and unauthorised use of the ideas of another person without acknowledgement of the source.
- 6.2.4 Copying the work of another candidate, with or without that candidate’s knowledge or agreement.

6.3 Collusion

Collusion exists where a candidate:

- 6.3.1 submits as entirely his/her own, with intention to gain unfair advantage, work done in collaboration with another person.
- 6.3.2 Collaborates with another candidate in the completion of work which is intended to be submitted as that other candidate’s own unaided work.
- 6.3.3 Knowingly permits another candidate to copy all or part of his/her own work and to submit it as that candidate’s own unaided work.

6.4 Falsifying Data

The presentation of data in laboratory reports, projects etc. based on experimental work falsely purported to have been carried out by the candidate, or obtained by unfair means.

6.5 Personation

Personation is thus the assumption by one person of the identity of another person with intent to deceive or to gain unfair advantage. It may exist where:

- 6.5.1 One person assumes the identity of a candidate, with the intention of gaining unfair advantage for that candidate.
- 6.5.2 The candidate is knowingly and willingly impersonated by another with the intention of gaining unfair advantage for himself/herself.

6.6 Ghosting

Ghosting exists where:

- 6.6.1 A learner submits as their own, work which has been produced in whole or part by another person on their behalf e.g. the use of a ghost writing service.
- 6.6.2 A learner seeks to make financial gain or other material gain by using work, which they have written or produced, available to another learner.

6.7 Dishonest Practice

The use of any other form of dishonest practice not identified by the above definitions.

7. Procedures used to deal with the above

7.1 Initial Procedure for In Course Assessment.

- 7.1.1 When an academic irregularity is suspected, the member(s) of delivery staff concerned should first discuss the matter informally with the learner(s) concerned and the relevant IQA and give the learner the opportunity to present his/her case.
- 7.1.2 If the learner(s) concerned admits to the academic irregularity, then the delivery staff concerned shall report the matter and the outcome to the Delivery Director within two working days, to determine the action to be taken, in accordance with paragraph 6.3 below.
- 7.1.3 In cases where the learner admits misconduct the learner should be required to sign a letter to that effect. The learner should also be given the opportunity to declare academic misconduct in other work that they have previously submitted.
- 7.1.4 If this informal meeting does not resolve the matter the member(s) of staff concerned should then, within three days or as soon as reasonably practicable following the discovery or allegation, report the matter in writing to the Delivery Director. The report should contain full details about the circumstances surrounding the alleged irregularity including, if appropriate, photocopies of the learner's work.
- 7.1.5 An allegation may be made after the work has been marked and returned to the learner.

7.2 Initial Procedure for Examinations

- 7.2.1 Where an academic irregularity is suspected in an examination, the Invigilator concerned will inform the Delivery Director, and in the presence of that colleague will inform the candidate of his/her suspicions and clearly annotate the candidate's script. The learner will also be advised by the Invigilators that a full report will be submitted following the examination.
- 7.2.2 The Invigilators will seek to confiscate any relevant evidence (for example, any unauthorised material) and allow the candidate to continue with the examination. However, if the candidate persists with the irregularity he/she will be expelled from the room. The candidate will also be expelled from the room if he/she refuses to submit any suspected material to the Invigilators.
- 7.2.3 Immediately following the examination, the Invigilator will submit a full report of the matter. This report will be returned to the Delivery Director along with the scripts and other examination stationery. The Delivery Director will then ensure that the report is immediately sent to the Group Operations Director. The Invigilator's report should be accompanied by any relevant evidence.
- 7.2.4 If the learner(s) concerned admits to the academic irregularity at the point of being challenged by the Invigilators, then the Invigilator's report will go to the Delivery Team, within two working days, for the Delivery Team to determine the action to be taken, in accordance with paragraph 6.3 below.
- 7.2.5 If a learner considers other learner/learners to be gaining unfair advantage during an examination, it is the responsibility of the learner to bring this to the attention of the Invigilator. However, no action can be taken unless the infringement of rules on behalf of the learner/learners is subsequently verified by the Invigilator.

8. Learners' Right of Appeal

The learner has a right of appeal against the decision of the Group Operations Director in accordance with the appeals procedures

9. Monitoring and Evaluation

The Directors will monitor the operation of the policy by receiving termly reports on appeals received and their outcomes.

Next review date: 16/09/2018