

PLAGIARISM AND CHEATING POLICY

Purpose

- To set out definitions/interpretations of cheating, malpractice and plagiarism in relation to teaching and learning
- To set out the rights and responsibilities of learners, tutors, assessors and course organisers/centre administrators in relation to plagiarism and cheating in relation to learning
- To set out procedures for handling suspected plagiarism and cheating in relation to teaching and learning

Values

Every effort should be made to ensure learners, tutors and assessors are informed about appropriate study approaches to prevent the incidence of plagiarism and cheating in teaching and learning

Information about appropriate study approaches and plagiarism and cheating in teaching and learning should be expressed and explained in language and situation appropriate to each individual learner

There is a difference between unintentional plagiarism, and deliberate, malicious or sustained plagiarism. Vulnerable and inexperienced learners and those new to the UK should be sympathetically treated – see under plagiarism in Scope and Definitions.

Scope and Definitions

Cheating

Constitutes any action whereby a learner deliberately seeks to gain advantage by:

- taking unauthorised information or equipment into a test or examination
- submitting work for assessment done by a third party as one's own (including using IT to do so and/or paying for work from another source)

Plagiarism

Constitutes submitting work that is not one's own, without indicating or recognising this to the marker (acknowledging your sources).

This might occur by:

- Using a choice phrase or sentence come across elsewhere
- Copying word-for-word directly from a text
- Paraphrasing the words from a text very closely
- Using text downloaded from the internet
- Borrowing statistics or assembled facts from another person or source
- Copying or downloading figures, photographs, pictures or diagrams without acknowledging their sources
- Copying from the notes or essays of a fellow student
- Copying from your own notes on a text, tutorial, video or lecture that contain direct quotations.

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Plagiarism cont

Plagiarism, unlike cheating or malpractice, may be intentional or unintentional. There is a difference between unintentional plagiarism, and deliberate, malicious or sustained plagiarism. Vulnerable and inexperienced learners and those new to the UK may be unaware of referencing and other rules. Where possible, some tasks/assignments should be planned for completion early in the course to provide an opportunity to identify and correct unintentional poor practice without disciplinary action being taken. It should be made clear to learners that they must address the issue within a specified timescale, and that they must agree to receive appropriate support to put things right. They should be informed that disciplinary action will be taken in future if plagiarism is sustained. Sustained plagiarism will be treated as deliberate.

Procedures

Educationwise Academy recognises that the temptation for plagiarism and cheating may arise from lack of self-confidence or misunderstanding of the aims and conditions of the assessment /test/examination, or from stress/pressure. All policies and procedures should be interpreted to maximise support to the person accused, taking into account their particular circumstances. It may be more appropriate in some cases to address the circumstances as a priority rather than individual behaviour. Undue stress, for example, might be reduced through appropriate support to prevent any recurrence. In all cases of plagiarism and cheating, the Invigilator, IQA Team or Training Manager must be involved. They may, at their discretion, and after taking advice where necessary, decide on an alternative or non-disciplinary course of action. A written record of the circumstances, the decision and the reason for alternative or non-disciplinary action will be kept in the learners file.

Stage 1: Prevention

- All relevant learners should receive appropriate guidance through their tutor concerning the preparation of work and the correct use and referencing of sources
- All relevant tutors, learners and course organisers/administrators should receive appropriate guidance on assessment/test/examination conditions
- All relevant tutors and learners should be informed about the HTS's Policy on plagiarism and cheating and the consequences of such behaviour

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Stage 2: Formal proceedings

- Plagiarism and cheating should be reported immediately to the Alphaskill centre manager
- Any person suspected of plagiarism and cheating shall be made fully aware by the Alphaskill centre manager, in writing, at the earliest opportunity of the nature of the allegation. Care must be taken to ensure that the format and language is fully accessible to the recipient. If necessary, an agreed advocate can be involved to ensure understanding.
- Any person suspected of plagiarism and cheating shall be presented with all evidence against them
- Any person suspected of plagiarism and cheating must have an opportunity to respond – personally, and/or in writing within an agreed timescale.
- Any person suspected of plagiarism and cheating will be invited to a meeting with the Alphaskill centre manager or a responsible third party where he or she will be able to explain and defend his or her actions.
- He or she may be accompanied by an agreed advocate. Vulnerable learners must be accompanied by an advocate.
- Advocates can include parents, friends or others. Learners with impairments must be given appropriate support for any meeting.
- Alternatively, the disciplinary process may be conducted by email or in writing.

Stage 3: Outcomes

- Allegations of plagiarism and cheating will be reported to the Awarding Organisation (where appropriate) in writing.
- Where Awarding Organisation Regulations have been contravened, then a representative of the Awarding Organisation may wish to be involved in the investigation
- A written report of the investigation and recommended actions and sanctions will be sent to all parties.
- The person at the centre of the investigation will be informed of the Appeals Procedure should the judgement be found against him/her.
- Where Awarding Organisation Regulations have been contravened, then the Awarding Organisation may wish to impose sanctions on the future involvement of that person in assessments/test/examinations.

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Sanctions in the event of plagiarism and cheating

Learner

Sanctions will be applied proportionate to the seriousness of the behaviour

- A learner may lose credit for the individual unit or for all units in the qualification.
- A learner may be disqualified from completing the qualification.
- A learner may be barred from submitting work or taking an examination towards the qualification for a period of time.

Tutor/Assessor

Sanctions will be applied proportionate to the seriousness of the behaviour

- A tutor may be withdrawn from teaching/assessing the individual course
- A tutor may be barred from teaching/assessing that qualification in the future
- A tutor may be served with warning of disciplinary action by the region and those procedures will begin.

Course Organiser/Centre Administrator

Sanctions will be applied proportionate to the seriousness of the behaviour

- A Course Organiser/Course Administrator may be barred from dealing with the qualification in the future
- A Course Organiser/Course Administrator may be barred from dealing with all qualifications in the future
- A Course Organiser/Course Administrator may be served with warning of disciplinary action by the manager

and those procedures will begin

In very serious circumstances, and at the request of the Awarding Organisation, the Police may become involved.