

Cheating, Malpractice and Plagiarism

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 cheating, malpractice and plagiarism in relation to learning
- To set out procedures for handling suspected cheating, malpractice and plagiarism 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 cheating, malpractice and plagiarism in teaching and learning
- Information about appropriate study approaches and cheating, malpractice and plagiarism in teaching and learning should be expressed and explained in language and situation appropriate to each individual learner
- Any suspected incidence of cheating, malpractice and plagiarism in teaching and learning should be investigated in a manner that supports the individual to understand and account for the incident without prejudgement.

Scope and Definitions

a. 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)

b. Malpractice constitutes any action that deliberately disrupts fair and equal opportunity for assessment or examination by:

Learners:

- Interfering with or gaining unauthorised access to assessment/test/examination papers prior to the designated time
- Destroying the work of another learner (paper/electronic/video etc)
- acting in a disruptive manner in the context of assessment/qualifications/test

Tutors/Assessors:

- Breaking the assessment/examination regulations of the Awarding Body
- Acting in a manner that undermines the integrity of assessment/test/examination
- Assisting learners with the production of answers - this would include providing the work of another learner taking the same assessment to use as a model for submission
- Failing to keep learners' work safe (paper/computer/audio etc.)

Course Organiser/Centre Administrator

- Breaking the assessment/examination regulations of the Awarding Body
- Failing to keep assessment/test/examination papers secure prior to assessment
- Failing to keep learners' work safe (paper/computer/audio etc.)

c. 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

Procedures

PrATiQ™ recognises that the temptation for cheating, malpractice or plagiarism may arise from lack of self-confidence or misunderstanding of the aims and conditions of the assessment /test/examination. Plagiarism, in particular, may happen inadvertently due to learner inexperience.

Stage 1

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 PrATiQ™ Policy on Cheating, Malpractice and Plagiarism and the consequences of such behaviour.

Stage 2

Cheating or Malpractice

_ Any person suspected of cheating or malpractice shall be made fully aware by a PrATiQ™ representative, 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 cheating or malpractice shall be presented with all evidence against them

_ Any person suspected of cheating or malpractice must have an opportunity to respond – personally, with an agreed advocate and/or in writing within an agreed timescale.

_ Cheating is behaviour deemed to be deliberate. Care must be taken when dealing with vulnerable learners to ensure full understand of the boundaries of such behaviour. In such situations and where behaviour is not clearly deliberate, the learner will receive a written warning and have an opportunity to re-submit work. Should there remain doubts concerning the integrity of the work, then the learner will be informed in writing that Stage 3 of the process will commence.

Plagiarism

_ Any person suspected of plagiarism shall be made fully aware by a PrATIQ™ representative of the nature of the allegation.

_ In the first instance, the learner shall be given a written warning and the opportunity to re-submit the work duly acknowledged. Care must be taken when dealing with vulnerable learners to ensure full understand of the boundaries of such behaviour.

_ Should there remain doubts concerning the integrity of the work, then the learner will be informed in writing that Stage 3 of the process will commence.

Stage 3

1. Allegations of cheating, malpractice and/or plagiarism to be reported to the Awarding Body in writing
2. A Regional Manager and/or responsible third party to carry out an investigation into the allegation.
3. Where Awarding Body Regulations have been contravened, then a representative of the Awarding Body may wish to be involved in the investigation
4. An investigation may involve discussion with the learner. The learner, particularly if a vulnerable adult, will have the option of being accompanied by another agreed person.
5. The person at the centre of the investigation will have the opportunity to respond in writing to allegations made
6. A written report of the investigation and recommended actions will be sent to all parties.
7. The person at the centre of the investigation will be informed of the Appeals Procedure should the judgement be found against him/her.
8. Where Awarding Body Regulations have been contravened, then the Awarding Body may wish to impose sanctions on the future involvement of that person in assessments/test/examinations.

Sanctions in the event of cheating, malpractice or plagiarism

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. See the Vulnerable Adults Policy for definition

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 region and those procedures will begin

In very serious circumstances, and at the request of the Awarding Body, the Police may involve.

Management

_ Responsibility for managing the policy lies with Centre Managers

_ Development of criteria and procedures for management of the Malpractice, cheating and Plagiarism Policy will be through all involved member of staff (tutors, assessors, IQAs, LIQAs and manager)

_ Development of Policy will be through abovementioned Management Team.