

# Plagiarism Policy

## Policy purpose and scope

This policy sets out the position of Community Learning Services on plagiarism and to employee and learner responsibilities in this area.

## This policy aims to:

1. Define the term 'plagiarism'.
2. Explain why plagiarism is unfair and not acceptable.
3. Set out the commitment of Community Learning Services to prevent plagiarism.

## What is plagiarism?

Plagiarism is the act of taking another person's writing, conversation, data, content, or event idea and claiming this as your own. This could differentiate from web pages, books, television shows, interview, articles, photos, artwork, email and text messages and even interviews or any other medium. It can also include letting someone write part of your paper or even getting too much help on your assignment from your parents or friends.

It is necessary to indicate the source of information within the written work whenever words, phrases, summaries etc are being used. It's always important to ensure the content is referenced and plagiarism is avoided by doing this through internal citation.

## Avoiding plagiarism

1. The best way to avoid plagiarism is to develop good research habits.
2. Write down the citation details of all sources you consult.
3. Keep notes (paraphrased or quoted) and their citation details together.
4. Learn to paraphrase – it isn't just changing a few words.
5. In your notes, clearly differentiate among quotes, paraphrasing, summaries, common knowledge, and personal opinion.
6. Learn how to correctly cite different works.

## Possible consequences

Community Learning Services has an obligation to the awarding bodies, the learners, the employers to ensure plagiarism does not allow learners to attain qualifications that do not accurately represent their competency and knowledge of what they'll achieve.

If a learner was to achieve a qualification by unfair means, then this would also be unfair to all other learners who achieve the same qualification in the correct and appropriate way. Plagiarism undermines the value of qualifications for all concerned.

When plagiarism has been detected the learner(s) concerned may, subject to the severity, be offered the chance to resubmit their assignment. Training and development will be provided, however failure to improve will lead to withdrawal from the programme.

In the event plagiarism takes place during timed exam conditions, learners will be disqualified from the examination and the processes outlined in the invigilation policy will be administered.

In extreme cases learners found committing plagiarism could be removed from their program.

## Malpractice and Maladministration

This procedure applies to all Community Learning Services employees, contracted staff. Community Learning Services will take all reasonable steps to prevent the occurrence of any malpractice or maladministration in the development, delivery and award of qualifications which it makes available or proposes to make available. Where it has not been possible to prevent this, it is in everyone's interest to ensure that all cases of suspected or actual malpractice/maladministration are dealt with quickly, thoroughly, and effectively.

### Introduction

Regulations requires Community Learning Services to establish and maintain procedures for dealing with malpractice and maladministration on the part of learners, Community Learning Services approved staff, or any others involved in providing the qualifications, and to take appropriate action to maintain the integrity of Community Learning Services qualifications. This document fulfils that requirement.

### This document:

- Defines malpractice and maladministration in the context of delivery and assessments
- Provides examples as to the types of incidents that may occur
- Sets out the rights and responsibilities of Community Learning Services,

### Definition of malpractice and maladministration

#### Malpractice

The term malpractice covers any deliberate actions, neglect, default or other practice those compromises, or could compromise:

- The assessment process
- The integrity of a regulated qualification
- The validity of a result or certificate
- The reputation and credibility of Community Learning Services
- The qualification or the wider qualifications community
- The confidentiality of assessment materials

#### Maladministration

The term maladministration relates to any activity, neglect, default or other practice that results in the Community Learning Services or learner not complying with the specified requirements for delivery of the qualifications as set out in the relevant codes of practice, where applicable.

#### Types of malpractice

The following list some examples of the types of incidents that may occur, the list is not exhaustive

Examples of Community Learning Services malpractice could include:

- Insecure storage of assessment instruments and marking guidance
- Misuse of assessments, including inappropriate adjustments to assessment decisions
- Failure to comply with requirements for accurate and safe retention of learner evidence, assessment and internal verification records
- Failure to comply with awarding body procedures for managing and transferring accurate learner data
- Excessive direction from assessors to learners on how to meet national standards
- Deliberate falsification of records to claim certificates

#### Learner malpractice

Malpractice by a learner in internal assessment could occur in:

- The compilation of portfolios of internal assessment evidence
- The presentation of practical work
- The preparation and authentication of coursework

- Conduct during an internal assessment
- Conduct during an external assessment

#### **Examples of learner malpractice could include:**

- § Plagiarism - failure to acknowledge sources properly and/or the submission of another person's work as if it were the learner's own
- § Collusion with others when an assessment must be completed by individual learners
- § Copying from another learner (including using ICT to do so)
- § Impersonation - assuming the identity of another learner or having someone assume your identity during an assessment
- § Inclusion of inappropriate, offensive, discriminatory, or obscene material in assessment evidence. This includes vulgarity and swearing that is outside of the context of the assessment, or any material of a discriminatory nature (including racism, sexism and homophobia)
- § Inappropriate behaviour during an internal assessment that causes disruption to others. This includes shouting and/or aggressive behaviour or language and having an unauthorised electronic device that causes a disturbance in the examination room
- § Frivolous content - producing content that is unrelated to the question in scripts or coursework

Irrespective of the underlying cause or the people involved, all allegations of malpractice in relation to delivery and assessment need to be investigated in order to protect the integrity of the Community Learning Services qualification and to be fair to the Community Learning Services and all learners.

If either malpractice or maladministration occurs, Community Learning Services will inform the Awarding Organisation/s.