

## Plagiarism and Cheating Policy

### Definition

#### 1. Plagiarism

- ☑ Plagiarism is the substantial, unacknowledged incorporation into a learner's work of materials derived from published or unpublished work by another person and presented as if it were the learner's own work. A strict interpretation could include the original ideas, as well as the actual words, produced by another
- ☑ Unless the learner has submitted an extensive and unacknowledged paraphrase of another person's writings, however, we do include paraphrasing under the definition of plagiarism
- ☑ Published work includes books, articles and materials found on the internet. Examples of unpublished work could be course notes, a piece of work previously submitted by another learner, or work about to be submitted by another learner, or perhaps copied from a work colleague or family member
- ☑ It should be noted that plagiarism does not include collusion; that is, working collaboratively with other candidates; neither does it include copying from another candidate in the same examination session. Both of these are defined as different forms of malpractice
- ☑ Some assignments require learners to work together at the planning stage. However, group assessment is not allowed, so the resulting assignments must be submitted individually and it is essential that each is then ratified as being the learner's own work

Examples of plagiarism include:

- ☑ Extracts from another person's work, published or unpublished, without using quotation marks and/or an acknowledgement of the source
- ☑ Summarising the work of another or using their ideas without an acknowledgement of the source
- ☑ Copying or using the work of another learner (past or present) with or without that person's knowledge or agreement
- ☑ Purchasing essays or downloading them from the internet to submit them as your own work

This policy therefore applies to assessments submitted for ILM (City and Guilds) qualifications and endorsed programmes, whether regulated or unregulated and whether assessed by Focal Point or by ILM. The policy also applies to online tests, as well as assignment tasks that are completed independently by the learner in their own time.

#### Preventing Plagiarism

We will take the following preventative measures...

- ☑ We require our client to confirm identification of each learner to avoid the possibility of a substitute. This ensures that the person eventually named on any certificate is the person who did the work. This is done through our Learner details form which is required to be filled in by our client on behalf of all learners, at the beginning of any Management programme undertaken with us
- ☑ We require each learner to submit a declaration of authenticity for each assignment in the programme; this is the learner's confirmation that the assignment is his/her own work without plagiarism. We ask learners to use the ILM cover sheet attached for this purpose and will be unable to accept a learner's work for assessment without this declaration. In the case of any online tests, we require photographic ID.
- ☑ We will brief all learners undertaking an ILM qualification with us what plagiarism is, how to acknowledge someone else's work and the action we will take if plagiarism is identified This will primarily be done through the programme induction and reinforced in assignment briefings (see separate guidance on referencing work which will be issued to all learners)
- ☑ We will ensure that each candidate on an ILM programme is issued with an individual copy of the appropriate JCQ Notice to Candidates:([www.jcq.org.uk/exams-office/information-for-candidates-document](http://www.jcq.org.uk/exams-office/information-for-candidates-document))
- ☑ If plagiarism is discovered prior to the signing of a declaration of authentication the incident need not be reported to the Awarding Body, but we will deal with the matter in accordance with our procedures below

## **2. Cheating**

Cheating is an attempt to deceive Focal Point Training and Consultancy facilitators or assessors, ILM assessors and/or external verifiers and includes:

- ☑ Impersonating or trying to impersonate a learner, or attempting to procure a third party to impersonate oneself
- ☑ Copying or reading from the work of another learner or from another learner's books, notes, instruments, computer files or other materials or aids, unless expressly permitted
- ☑ Learners using books, notes, instruments, computer files or other materials or aids that are not permitted (usually relevant only to online tests)
- ☑ Offering a bribe of any kind to an assessor or other person connected with assessment
- ☑ Fabricating or falsifying data or results by individual learners or groups of learners

### **If we Suspect Plagiarism or Cheating**

Steps we will take...

- ☑ We will appoint an assessor or other appropriate person to investigate any detected or alleged incidents of plagiarism or cheating. This person will be independent of the assessment in which the suspected plagiarism or cheating took place
- ☑ We will inform the learner that plagiarism or cheating is suspected and he/she will be subsequently updated on progress regarding the investigation
- ☑ Depending on the circumstances, the investigator is likely to interview all involved and anybody who might be able to contribute to the investigation. As a minimum, this will include: the suspected learner, the assessor and whoever detected or reported the alleged plagiarism or cheating. It is often necessary to speak to others, such as the person whose work was copied and other learners
- ☑ The results of each interview will be recorded
- ☑ At the conclusion of the investigation, the learner will be informed of the outcome, possible sanctions and their right to appeal
- ☑ Focal Point Training will inform the ILM of the results of the investigation, which will then be subject to ILM authorisation
- ☑ We will protect the identity of any 'informant' as required

### **Possible Sanctions**

Sanctions for the learner may include:

- ☑ Adjusting the marks given for the test/assignment
- ☑ Requiring the learner to redo one or more assignments and re-submit for assessment, with the award of a minimum mark in the event of pass
- ☑ Requiring the learner to re-sit a test
- ☑ Withholding full or unit certification
- ☑ Withdrawing membership
- ☑ Withholding certification and withdrawing membership
- ☑ Disqualification from the qualification and refusing to accept further test entries
- ☑ Debarment from further certification and/or registration

### **Communicating the Policy**

We ensure that all learners and specifically those enrolling on an ILM programme with us have access to a copy of this policy (usually as part of their induction) We also ensure that all our associate trainers and support staff have a copy of this policy when they first join our team (along with the associated Anti bribery policy).

### **Reviewing the Policy**

This policy will be monitored and reviewed annually.