

Plagiarism and Assessment Malpractice Policy

Purpose/Scope

- To have a policy in place to deal with Plagiarism and Assessment Malpractice
- To ensure that issues are dealt with in an open, fair and effective manner.
- To ensure that the college provide appropriate deterrents and sanctions to minimise the risk of malpractice.

Aims:

- To identify and minimise the risk of malpractice from students.
- To respond to any incident of alleged malpractice promptly and objectively.
- To standardise and record any investigation of malpractice to ensure openness and fairness.
- To impose appropriate penalties and/or sanctions on students where incidents (or attempted incidents) of malpractice are proven.
- To protect the integrity of this college and the qualifications it delivers.

Definitions/Terminology

Student Malpractice: Any action by the student which has the potential to undermine the integrity and validity of the assessment of their work. (plagiarism, collusion, cheating, etc.)

Plagiarism: Taking and using another's thoughts, writings, inventions, etc. as one's own.

Minor Acts of Student Malpractice: Handled by the assessor by, for example, refusal by the assessor to accept work for marking due to questions with possible plagiarism and student being made aware of malpractice policy. Student resubmits work in question.

Major Acts of Student Malpractice: Extensive copying/plagiarism, 2nd or subsequent offence, inappropriate for assessor to deal with.

Responsibilities

College: Seeks proactive ways to promote a positive culture that encourages students to take individual responsibility for their learning and respect the work of others.

Assessor: Responsible for designing assessment opportunities which limit the opportunity for malpractice and for checking the validity of the student's work.

Internal Verifier: Responsible for malpractice checks when internally verifying work.

Quality Nominee: Required to inform Edexcel or standards verifier of any acts of malpractice.

Heads of College: Responsible for any investigation into allegations of malpractice.

Procedures

Addressing student malpractice:

Extra Learning will seek to minimise student malpractice by:

- Using the induction period and the student handbook to inform students of the college's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Promoting positive and honest study practices.
- Showing students the appropriate formats to record cited texts and other materials or information sources.
- Asking students to declare that their work is their own.
- Asking students to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
- Ensuring assessment procedures are developed which help to reduce and identify malpractice.

Definition of Malpractice by Students

This list is not exhaustive and other instances of malpractice may be considered by this college at its discretion:

- Plagiarism of any nature.
- Collusion by working collaboratively with other students to produce work that is submitted as individual student work.
- Copying (including the use of ICT to aid copying).
- Deliberate destruction of another's work.
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of a portfolio or coursework.
- Impersonation by pretending to be someone else in order to produce the work for another
- Arranging for another to take one's place in an assessment/examination/test.

Dealing with malpractice:

In order to do this, the college will:

Conduct an investigation in a fair and equitable form commensurate with the nature of the malpractice allegation. Where the offence involves other students they will also be involved in the investigation. Such an investigation will be supported by the Director/Principal and all personnel linked to the allegation. It will proceed through the following stages:

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1. The individual will be made fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
2. The individual will be given the opportunity to respond to the allegations made.
3. The individual will be informed of the avenues for appealing against any judgment made.
4. All stages of the investigation will be documented.
5. If it is found that there has been a malpractice then the Awarding body or External Verifier will be informed.

The Awarding Body or External Verifier will then advise Extra Learning on further action.

Where malpractice is proven, this college will apply penalties commensurate with the degree of malpractice. Malpractice will be dealt with through the Student Disciplinary Policy.