

# Plagiarism and Assessment Malpractice Procedures

## Purpose/Scope

- To ensure that this centre has policies and procedures in place to deal with malpractice.
- To ensure that issues are dealt with in an open, fair and effective manner.
- To ensure that this centre provides appropriate deterrents and sanctions to minimise the risk of malpractice.



## Definitions/Terminology

**Student malpractice:** any action by the student that has the potential to undermine the integrity and validity of the assessment of the student's work. (plagiarism, collusion, cheating, etc.).

**Assessor malpractice:** any deliberate action by an Assessor that has the potential to undermine the integrity of qualifications.

**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 to accept work for marking 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 that is inappropriate for the Assessor to deal with.

## Responsibilities

**Centre:** will seek 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 that limit the opportunity for malpractice and for checking the validity of the students' work

**Internal Quality Assurer:** responsible for malpractice checks when moderating work.

**Head of Centre/Programme Contact:** responsible for any investigation into allegations of malpractice and required to inform the awarding organisation of any acts of malpractice

## Procedures

**Student malpractice:**

**The centre will**

- promote positive and honest study practices
- ensure students declare that work is their own via assigned and dated authenticity declaration.
- use student induction and handbook to provide information about malpractice and outcomes
- ensure students use appropriate citations and referencing for research sources
- use assessment procedures that help to reduce and identify malpractice

### **Addressing staff malpractice:**

The centre will

- provide staff with an induction and updates as necessary
- use robust Internal Moderation processes and audited record keeping
- audit student records, assessment tracking records and certification claims

### **Dealing with malpractice:**

The centre will

- inform the individual of the issues and of the possible consequences
- inform the individual of the process and appeals rights
- give the individual the opportunity to respond
- investigate in a fair and equitable manner
- inform the awarding organisation of any malpractice or attempted acts of malpractice, which have compromised assessment.
- apply penalties that are appropriate to the nature of the malpractice under review.

Gross misconduct should refer to student and staff disciplinary procedures.

## **Assessment Malpractice Policy**

### **Aims:**

- To identify and minimise the risk of malpractice by staff or 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 or staff where incidents (or attempted incidents) of malpractice are proven
- To protect the integrity of this centre and qualifications.

### **In order to do this, this centre will:**

- seek to avoid potential malpractice by using the induction period to inform students of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- show students the appropriate formats to record cited texts and other materials or information sources
- ask students to declare that their work is their own
- ask students to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Centre and all personnel linked to the allegation.

It will proceed through the following stages:

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 centre will inform the individual of the avenues for appealing against any judgment made.

The centre will document all stages of any investigation.

### **Definition of Malpractice by Students**

This list is not exhaustive and other instances of malpractice may be considered by this centre 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 or arranging for another to take one's place in an assessment.

Where malpractice by a student is proven, this centre will apply the following penalties / sanctions as appropriate:

- Warning - The student is issued with a warning that if the offence is repeated within a set period of time, further specified sanctions will be applied.
- Loss of credit for a unit - The student loses all credit gained for the unit in question.

### **Definition of Malpractice by Centre Staff**

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

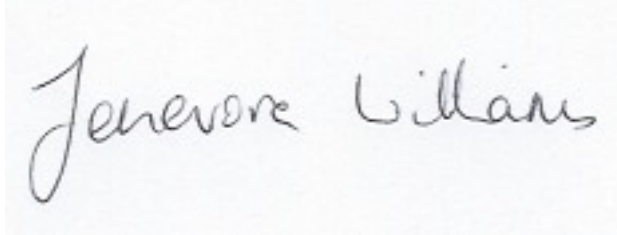
- improper assistance to students
- inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- failure to keep student coursework/portfolios of evidence secure
- fraudulent claims for certificates
- inappropriate retention of certificates
- assisting students in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the student
- producing falsified observation records or witness statements, for example for evidence the student has not generated
- allowing evidence, which is known by the staff member not to be the student's own, to be included in a student's task/portfolio/coursework
- facilitating and allowing impersonation
- misusing the conditions for special student requirements, for example where students are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- falsifying records/certificates, for example by alteration, substitution, or by fraud
- fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of assessment.

Where malpractice by a member of staff is proven, this centre will apply the following penalties / sanctions as appropriate:

- Written warning – Issue the member of staff with a written warning that if the offence is repeated within a set period of time, further specified sanctions will be applied.
- Training – The centre may require the member of staff, as a condition of future involvement in its assessments, to undertake specific training or mentoring within a particular period of time and a review process at the end of the training.
- Special conditions - The centre may impose special conditions on the future involvement in its assessments by the member of staff.
- Suspension – The centre may bar the member of staff from all involvement in the delivery or administration of its assessments for a set period of time.

Date: 28.03.2025

This policy will be reviewed every 24 months by Dr Jenevora Williams

A handwritten signature in cursive script that reads "Jenevora Williams". The signature is written in dark ink on a light-colored background.