



Title: *Plagiarism*

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Review and Approval

Responsibility:	<i>Assistant Principal, Quality and Essential Skills</i>
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Scope

This strategy is relevant for all types of teaching and learning provision at the College, including further education, higher education, school links courses, adult community learning and work based learning.

Plagiarism Policy

Other college policies relating to this policy:

- Examinations Policy
- Controlled Assessment Policy
- Internal Appeals Policy

The plagiarism policy co-exists alongside the regulations set by awarding bodies and HEI regulations. This policy also reinforces the rules and regulations outlined in the Joint Council for Qualifications (JCQ) 'Suggested Malpractice in Examinations and Assessments, Policies and Procedures'.¹

Plagiarism can be defined as submitting someone else's work another as your own. As part of day-to-day college studies, learners will work collaboratively with others and may share resources and ideas. They will also see the work of teachers and published materials. However, when formal assignments are submitted, it is essential that students always acknowledge the source of the ideas and information used in their work.

Plagiarism can be:

- copying another learner's work
- downloading material from the internet.
- quoting word for word another person's work without acknowledging the source
- very closely imitating or paraphrasing the work of others (including published materials) and passing it off as your own, without referring to the original source
- using someone else's ideas as your own
- cutting and pasting bits and pieces from the internet to make your own work without listing where these came from
- buying or downloading assignments online from others, including ex-students

If any material is copied, used as a quote or paraphrased, the learner must state their source.

Plagiarism is not just about written work. It covers all forms of assignment submission including, for example, musical composition, artefacts and data in electronic form on a computer.

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<http://www.jcq.org.uk/exams-office/malpractice/suspected-malpractice-in-examinations-and-assessments-2015-16>

This policy applies to all learners who undertake qualifications at Coleg Cambria.

Plagiarism is treated very seriously at Coleg Cambria, and may result in disciplinary action and withdrawal from the qualification. Plagiarism is defined as 'candidate malpractice' in assessments by the JCQ. This is defined in their policies and procedures document as,

'Candidate malpractice' means malpractice by a candidate in the course of any examination or assessment, including the preparation and authentication of any controlled assessments or coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.'

1. Awareness

- All students need to understand the College's plagiarism policy and discuss it at the start of their course, prior to their first assessment.

2. Checks

- Tutors should apply random checks, and test out sentences in search engines if they suspect that the work submitted is not the original work of the student.
- The College will use plagiarism detection software for some higher level courses, as necessary.

3. Addressing Plagiarism

3.1 Where plagiarised work has been submitted formatively but no declaration of authentication has been signed

- If a learner is suspected of submitting plagiarised work and no declaration of authentication has been signed, that has been plagiarised, the tutor will apply checks as described in section 2, and work to investigate if another's work has been passed off as their own.
- *The JCQ policies and procedures state:*
"Malpractice by a candidate in a coursework or controlled assessment component of a specification discovered prior to the candidate signing the declaration of authentication need not be reported to the awarding body, but must be dealt with in accordance with the centre's internal procedures. If a candidate has not been entered with an awarding body for the component, unit or qualification, malpractice discovered in controlled assessment or coursework must also be dealt with in accordance with the centre's internal procedures."

- These internal procedures are that if plagiarism is detected, the tutor should address the issue directly with the learner and ascertain if the plagiarism was a deliberate attempt to pass off work or a case of ignorance, where re-submission will be required.
- If the tutor believes that work has been deliberately plagiarised in a dishonest manner, the learner will be referred to their Deputy Director/ WBL Manager for further investigation. The investigation will take place within ten working days, consulting with both the student(s) and the tutor(s) concerned.
- Depending on the extent of the offence, the evidence submitted and whether this has occurred previously, the Deputy Director/ WBL Manager will decide if the behaviour of the student contravenes student conduct and whether it would be appropriate to invoke the disciplinary process. In the most serious cases of plagiarism the student may be excluded from the college course and may be withdrawn from qualifications.

3.2 Where plagiarised work has been submitted as a controlled assessment of course work and the candidate has signed the declaration of authentication:

Under the above circumstances any plagiarism will count as 'candidate malpractice' under the JCQ policies and procedures documentation. JCQ guidance under these circumstances state:

“Centres should not normally give credit for any work submitted which is not the candidate’s own work. If any assistance has been given, a note must be made of this on the cover sheet of the candidate’s work or other appropriate place. Where malpractice by a learner in a vocational qualification is discovered prior to the work being submitted for certification, centres should refer to the guidance provided by the awarding body.”

4. Appeals

4.1 Appeals against internal disciplinary measures relating to plagiarism:

- Please see the internal appeals policy for internal appeal procedures.

4.2 Appeals against assessments submitted for internal assessment and rejected on the grounds of candidate malpractice, related to plagiarism:

JCQ policies and procedures state that where work has been rejected under the above circumstances,

“candidates have the right to appeal against this decision. The JCQ website contains advice on the recommended procedures for appeals against internal assessment decisions.”