

Davidson Training UK Limited

Plagiarism, collusion, and cheating Policy

Policy and Procedure

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Davidson Training UK Limited

Plagiarism, Collusion and Cheating Policy

Davidson Training UK Ltd Policy for plagiarism, collusion and cheating in relation to teaching and learning

Purpose

To set out definitions/interpretations of plagiarism, collusion and cheating in relation to teaching and learning

To set out the rights and responsibilities of learners, trainers, assessors and Centre Administrators in relation to plagiarism, collusion and cheating in relation to learning

To set out procedures for handling suspected plagiarism, collusion and cheating in relation to teaching and learning

Values

Every effort should be made to ensure learners, trainers and assessors are informed about appropriate learning approaches to prevent the incidence of plagiarism, collusion and cheating in teaching and learning

Information about appropriate study approaches and plagiarism, collusion and cheating in teaching and learning should be expressed and explained in language and situation appropriate to each individual learner.

There is a difference between unintentional plagiarism, and deliberate, malicious or sustained plagiarism.

Vulnerable and inexperienced learners and those new to the UK should be sympathetically treated – see under plagiarism in Scope and Definitions.

Any suspected incidence of plagiarism, collusion and cheating in teaching and learning should be investigated in a manner that supports the individual to understand and account for the incident without prejudice.

Scope and Definitions

Cheating constitutes any action whereby a learner deliberately seeks to gain advantage by:

- taking unauthorised information or equipment into a test or examination
- submitting work for assessment done by a third party as one's own (including using IT to do so and/or paying for work from another source)

Collusion is where two or more people work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another learner. Collusion does not occur where learners involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.

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Malpractice constitutes any action that deliberately disrupts fair and equal opportunity for assessment or examination by:

Learners:

- Interfering with or gaining unauthorised access to assessment/test/examination papers prior to the designated time.
- Destroying the work of another learner (paper/electronic/video etc.)
- acting in a disruptive manner in the context of assessment/qualifications/test

Trainers/Assessors:

- breaking the assessment/examination regulations of the Awarding Body
- acting in a manner that undermines the integrity of assessment/test/examination
- assisting learners with the production of answers - this would include providing the work of another learner taking the same assessment to use as a model for submission
- failing to keep learners work safe (paper/computer/audio etc.)

Centre Administrator

- breaking the assessment/examination regulations of the Awarding Body
- failing to keep assessment/test/examination papers secure prior to assessment
- failing to keep learners work safe (paper/computer/audio etc.)

Plagiarism (either intentional or unintentional) is the using of ideas or work of another person (including experts) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting and pasting, taking, or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement.

Plagiarism constitutes submitting work that is not one's own, without indicating or recognising this to the marker (acknowledging your sources). This might occur by:

- Using a choice phrase or sentence come across elsewhere
- Copying word-for-word directly from a text
- Paraphrasing the words from a text very closely
- Using text downloaded from the internet
- Borrowing statistics or assembled facts from another person or source
- Copying or downloading figures, photographs, pictures or diagrams without acknowledging their sources
- Copying from the notes or essays of a fellow learner
- Copying from your own notes on a text, training session, video that contains direct quotations

Plagiarism, unlike cheating or malpractice, may be intentional or unintentional.

There is a difference between unintentional plagiarism, and deliberate, malicious or sustained plagiarism. Vulnerable and inexperienced learners and those new to the UK may be unaware of

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referencing and other rules. Where possible, some tasks/ assignments should be planned for completion early in the course to provide an opportunity to identify and correct unintentional poor practice without disciplinary action being taken. It should be made clear to learners that they must address the issue within a specified timescale, and that they must agree to receive appropriate support to put things right. They should be informed that disciplinary action will be taken in future if plagiarism is sustained. Sustained plagiarism will be treated as deliberate.

Procedures

Davidson Training UK Ltd recognises that the temptation for plagiarism, collusion and cheating may arise from lack of self- confidence or misunderstanding of the aims and conditions of the assessment /test/examination, or from stress/pressure. All policies and procedures should be interpreted to maximise support to the person accused, taking into account their particular circumstances. It may be more appropriate in some cases to address the circumstances as a priority rather than individual behaviour. Undue stress, for example, might be reduced through appropriate support to prevent any recurrence. In all cases of deliberate plagiarism, collusion and cheating, a senior Manager must be involved. He or she may, at their discretion, and after taking advice where necessary, decide on an alternative or non-disciplinary course of action.

A written record of the circumstances, the decision and the reason for alternative or non-disciplinary action will be kept.

Prevention

All relevant learners should receive appropriate guidance through their trainer concerning the preparation of work and the correct use and referencing of sources.

All relevant trainers, learners and administrators should receive appropriate guidance on assessment/test/examination conditions.

All relevant trainers and learners should be informed about the Davidson Training UK Ltd Policy on plagiarism, collusion and cheating and the consequences of such behaviour.

Formal proceedings

Deliberate plagiarism, collusion and cheating should be reported immediately to the Training Operations Manager.

Any person suspected of deliberate plagiarism, collusion and cheating shall be made fully aware by the Training Operations Manager, in writing, at the earliest opportunity of the nature of the allegation. Care must be taken to ensure that the format and language is fully accessible to the recipient. If necessary, an agreed advocate can be involved to ensure understanding.

Any person suspected of deliberate plagiarism, collusion and cheating shall be presented with all evidence against them.

Any person suspected of deliberate plagiarism, collusion and cheating must have an opportunity to respond – personally, and/or in writing within an agreed timescale.

Any person suspected of deliberate plagiarism, collusion and cheating will be invited to a meeting with the Training Operations Manager or a responsible third party where he or she will be able to explain and defend his or her actions. He or she may be accompanied by an agreed advocate.

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Vulnerable learners

Should be accompanied by an advocate. Advocates can include parents, friends or others.

Learners with impairments must be given appropriate support for any meeting, e.g. electronic note takers or BSL interpreters.

Alternatively, the disciplinary process may be conducted by email or in writing.

NB: Care must be taken when dealing with vulnerable and inexperienced learners.

Where behaviour is not clearly deliberate, the learners will receive support and have an opportunity to re-submit work. If improvements are not then made, the learner should be advised that formal disciplinary proceedings will commence.

Outcomes

- Allegations of deliberate plagiarism, collusion and/or cheating will be reported to the Awarding Body (where appropriate) in writing.
- Where Awarding Body Regulations have been contravened, then a representative of the Awarding Body may wish to be involved in the investigation
- A written report of the investigation and recommended actions and sanctions will be sent to all parties.
- The person at the centre of the investigation will be informed of the Appeals Procedure should the judgement be found against him/her.
- Where Awarding Body Regulations have been contravened, then the Awarding Body may wish to impose sanctions on the future involvement of that person in assessments/test/examinations.
- Sanctions in the event of deliberate plagiarism, collusion, and cheating

Learners

Sanctions will be applied proportionate to the seriousness of the behaviour a learner may lose credit for the individual unit or for all units in the qualification

A learner may be disqualified from completing the qualification

A learner may be barred from submitting work or taking an examination towards the qualification for a period of time.

Trainer/Assessor

Sanctions will be applied proportionate to the seriousness of the behaviour

A Trainer/Assessor may be withdrawn from teaching/assessing the individual course

A Trainer/Assessor may be barred from teaching/assessing that qualification in the future

A Trainer/Assessor may be served with warning of disciplinary action and those procedures will begin.

Centre Administrator

Sanctions will be applied proportionate to the seriousness of the behaviour

A Course Administrator may be barred from dealing with the qualification in the future

A Course Administrator may be served with warning of disciplinary action and those procedures will begin

In very serious circumstances, and at the request of the Awarding Body, the Police may become involved