

Policy Title: Malpractice / Plagiarism Policy

Date: September 2016

1. Definition "Plagiarism", is defined for the purpose of our assessment process as the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work."

1.1 As with any other competence and non-competence courses of this type, plagiarism of any kind is unacceptable. Thus, when candidates are asked to write short paragraphs explaining their understanding of a topic, they are expected to use their own words rather than copying from other sources unless they acknowledge the source from which they quote. When candidates sign their portfolios they are taking full and personal responsibility for their content and that is their own work, thus where candidates are required to annotate papers to demonstrate understanding, annotations must be their own work, not that of others nor jointly prepared annotations.

2.0 Process

2.1 The Assessor/IQA will examine any incidents of potential plagiarism and cheating and will decide on the basis of the evidence available whether the candidate is guilty or not. Any candidate found to be guilty of plagiarism or any other form of cheating will be failed.

2.2 If the Assessor/IQA fails a candidate for plagiarism but does not deem it to be a clear case of deception he may advise the candidate of the sections of the guide in question and the associated costs of re-submission.

3.0 Sanctions

3.1 Where clear cases of deception have been identified such candidates will be barred from resubmitting their portfolios for a period of three months following the IQA's decision and will be required to pay a full fee for any resubmission.

4.0 Appeals process

4.1 A written appeal against the Assessor / IQA's decision can be submitted to, and heard by, the panel setup for the purpose, and their decision will be final.

4.2 Candidates have 28 days from the date of the IQA's decision letter in which to appeal, if they so wish.

4.3 The centre will assess the evidence and judge whether a clear case of deception is evident. It is accepted that not everyone sets out to 'cheat' and cases would need to be treated individually with care taken to appreciate different levels of intent to deceive.

4.4 If a clear case of deception is concurred by the panel no supporting information will be supplied to the candidates other than the decision and the one course of action being the re-submission of a new portfolio (following the three month sanction) and the associated costs.

4.5 If the centre deems the case less severe, advice on the sections of the coursework which have been identified as containing plagiarism, with associated costs, will be communicated to the candidates, from the IQA.

4.6 If the centre deems that there was no plagiarism evident the candidate will be cleared of the charge and providing the portfolio would have otherwise passed the candidate will be awarded the grade.