

## Cheating, Malpractice and Plagiarism in Teaching and Learning Policy and Procedures.



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#### Overview

The purpose of this document is to provide learners, tutors, assessors, course organizers and centre administrators with details of the malpractice policy.

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## **1. Introduction**

For the purpose of this policy document Cheating, Malpractice and Plagiarism in relation to teaching and learning is defined as any act which compromises the validity of the teaching and learning process and the work/evidence produced.

This procedure applies to all internal/external assessment and internal/external examination. Where awarding bodies have their own published procedures these will take precedence over this policy.

## **2. Roles and Responsibilities**

- It is the responsibility of Rutland Adult Learning & Skills Service to ensure that all staff have adequate training enabling them to support learners as required and to implement this policy and procedure should the need arise.
- It is the responsibility of the Learning Centre (tutors, assessors, invigilators, lead tutors, and administration staff) to ensure that learners understand the most appropriate methods of study, thus preventing the incidence of cheating, malpractice and plagiarism.
- It is the responsibility of tutors, assessors and invigilators to explain to learners their responsibilities, guarding against cheating, malpractice and plagiarism in their work, in a language and at a level which is understood by each individual learner.
- It is the responsibility of all staff to provide the appropriate level of guidance, clarifying the correct method of referencing sources of information.
- Teaching staff must provide an appropriate level of guidance clarifying learner concerns on request.
- It is the responsibility of all staff to read and understand the terms of this policy.

## **3. Defining Cheating, Malpractice and Plagiarism in Teaching and Learning**

(Note: the list in this section is by no means exhaustive)

### **3.1 Cheating.**

Cheating includes any actions made by individual/individuals to gain an unfair advantage.

- Communicating with or copying from any other candidate during group assessments.
- Communicating with or copying from any other candidate during an examination/assessment.
- Communicating during an examination with any person other than a properly authorised Invigilator.
- Gaining access to an unauthorised material relating to an examination/assessment during or before the examination/assessment.
- Obtaining a copy of an “unseen” written examination/assessment paper in advance of the date and time for its authorised release.
- Submission of work produced by a third party as one’s own, (this includes using ICT or sourcing and paying for work through the internet).
- The use of unauthorised material in the assessment room e.g. notes, electronic devices, calculators or other materials.

### **3.2 Malpractice.**

Malpractice includes any actions which deliberately compromise fair and equal opportunity of examinations/assessments.

- For a learner to arrange for another person to sit an examination or submit work for assessment not undertaken by that individual.
- Failing to abide by instructions given by an invigilator or assessor.
- By introducing unauthorised material into the assessment room e.g. notes, electronic devices, calculators or other materials.
- Behaving in such a way as to compromise the integrity of an examination or assessment.
- The destruction of a learner’s work by another (electronic materials, assessment papers, project work).

## Assessors/Invigilators and Administrators

- The failure to apply the examination, assessment regulations in accordance with the Awarding Body regulations.
- Must not act in a manner which undermines the integrity of examination or assessment.
- Assisting or prompting learners with the production of answers beyond the assessment remit.
- Learner evidence portfolios should be stored in a secure place.
- Assessment evidence stored by electronic means should be appropriately protected.

### **3.3 Plagiarism.**

Plagiarism is where a student incorporates uncited published work or submits another student's work in his/her own name. Unlike cheating or malpractice plagiarism may be intentional or unintentional. Inexperienced learners and vulnerable learners may be unaware of the rules of referencing; these rules should be made clear by the tutor/assessor as appropriate.

Acts of plagiarism are considered to be:

- The copying word for word direct from a written text.
- The copying from the notes of a fellow student.
- The copying from your own notes taken during lecture, tutorial or electronic presentation, which contains direct quotations.
- The copying or the downloading of text, statistics, pictures, photographs or diagrams without the acknowledgement of their source.
- The use of statistics or collected facts of another without acknowledgement.
- A learner allowing another learner to use his work and present it as his own. Both learners are considered to be party to that Plagiarism.
- The paraphrasing of words from written text.
- The substantial and unauthorised use of the ideas of another person

without acknowledgement of the source.

#### **4. Administering Suspected Cases of Cheating, Malpractice and Plagiarism.**

- Suspected cases of cheating, malpractice and plagiarism during an examination should be dealt with in accordance with RALSS and the Awarding Body's procedures for malpractice.
- RALSS will investigate any suspected/reported cheating, malpractice and plagiarism which have occurred in accordance with this policy and procedures.
- The investigation will aim to establish the full facts of the suspected/reported case of cheating, malpractice and plagiarism.
- A meeting will be held by the tutor/assessor/invigilator and their line manager to discuss the facts of the allegation.
- Once all the evidence has been collected, the evidence should be put forward before the Cheating, Malpractice or Plagiarism Panel. The learner should be given every opportunity to explain his actions before the Panel.
- Vulnerable and inexperienced learners must be accompanied by an agreed advocate.
- The Panel will rule on the evidence put before them. They will inform the learner of the outcome.
- Awarding Body should be informed of the investigation's outcome in line with the Awarding Body's malpractice procedures.
- Where Awarding Body's regulations have been contravened, then a representative of the Awarding Body may wish to be involved with the investigation.

#### **5. Formal procedure.**

- Any learner(s) suspected of cheating malpractice or plagiarism should be made fully aware by the tutor/assessor/invigilator of the allegation in person. The learner must be fully aware of the procedures and due process (within one day of allegation).
- A case of cheating, malpractice and plagiarism must be reported by the tutor/assessor/ invigilator to their line manager (within one day of the allegation). It is the responsibility of the line manager to report all breaches to the Cheating, Malpractice and Plagiarism Panel.

- Any learners(s) suspected of cheating, malpractice or plagiarism should attend a meeting between tutor/assessor/invigilator, the line manager and themselves (within 3 days of the allegation).
- The learner(s) must be given the opportunity to respond in person or in writing to the allegation. This should be set within agreed time limits set at the initial meeting (within 5 days of the allegation).
- The learner(s) may be accompanied by an agreed advocate.

Vulnerable and inexperienced learners must be accompanied by an agreed advocate.

This meeting should be fully recorded and a letter sent out to the learner(s) clearly identifying the allegation of cheating, malpractice or plagiarism (within 7 days of the allegation being identified).

- The case of suspected cheating, malpractice or plagiarism should be presented to the Cheating, Malpractice and Plagiarism Panel.
- The Cheating, Malpractice and Plagiarism Panel will evaluate all the evidence put before them. This meeting should be concluded within 14days of the allegation. (Awarding Body representatives may form part of the CMP Panel if thought appropriate).
- The learner(s) do have the right to attend CPM Panel meeting. However the CPM panel may request an individual to attend their hearing.
- Learner(s) may be able to continue with their studies but sanctions may be imposed. This will depend upon the severity of the alleged cheating, malpractice or plagiarism that has taken place.
- The Panel's findings should be formally recorded in a letter and sent to the learner(s).

## **6. The Role of the Cheating, Malpractice and Plagiarism (CMP) Panel**

- The CMP Panel will consider all cases of malpractice on an individual basis.
- The CMP Panel should consist of Service Manager, Lead Tutor, Tutor/Assessor/Invigilator. (Awarding Body representative if necessary).

- The CMP Panel reserves the right to request further information relevant to the case being reviewed.
- The CMP Panel should prepare a written report concluding their findings within 21 days of the initial allegation and within two days of the CMP meeting.
- Copies of all documents, correspondence and formal minutes of any meetings involving cases of alleged Cheating, Malpractice and Plagiarism should be kept in a secure file. (Documents must be retained for 5 years).

## **7. Possible Sanctions in the event of Cheating, Malpractice and Plagiarism.**

### **7.1 Learners**

- A learner(s) may receive a written warning.
- The loss of marks for the particular piece of work or examination question(s). He/she may have to resit an examination. (Guidance would be sought from the Awarding Body).
- A learner maybe required to rewrite and resubmit a piece of assignment work.
- A learner may have to repeat an entire unit, if the qualification regulations allow.
- A learner may in extreme cases be disqualified from completing his qualification.
- Notification to an employer, regulatory body or in extreme cases the Police.

### **7.2 Tutors/assessor/invigilators**

- A verbal warning and review of the assessment process. Training will be given.
- Written warning placed on record, and removal from overseeing any forms of assessment for a set period.
- Serious breaches of conduct will lead to full disciplinary procedures being instigated.

This may involve Awarding Bodies and in the most serious events the Police.

**8. Monitoring and evaluation of Cheating, Malpractice and Plagiarism Policy and Procedures.**

- Records of all allegations of cheating, malpractice and plagiarism and their outcomes must be maintained for 5 years, in a secure file which is subject to monitoring and review.
- Evaluation/observation of assessments/examinations should feature as part of the quality review process.

**Review History**

<b>Date</b>	<b>Reason for Review</b>	<b>Next Scheduled Review</b>
March 14	Initial draft (v1.0)	March 15
Jun 15	Scheduled review	Aug 16
Aug 16	Scheduled review	Aug 18
April 18	Review	Aug 2020
April 20	Scheduled Review	Apr 2022

**Policy Owner: Lead Tutor**



## Annex A: The Malpractice Process

