

## INTRODUCTION

This Policy sets out how we address any issues regarding the authenticity of work submitted by IC Training Centre for assessment. We strive to be a fully inclusive organisation and achieve consistency of good practice across the company.

IC Training Centre has an obligation to its learners, employers and society in general to ensure that the qualifications its learners receive are a fair and accurate representation of their work, and of the knowledge and skills attained. Plagiarism and other forms of cheating undermine the value of qualifications for all concerned because they undermine their credibility. If a learner passes an assessment, or gets a qualification, by unfair means then this is unfair to those who have achieved the same qualification fairly. Please also refer to the Assessment Malpractice Policy.

If left unchecked plagiarism is a serious threat to the integrity of learning programs, and thereby a threat to the reputation of IC Training Centre. In addition, learners who succeed in achieving their qualifications having knowingly submitting plagiarised work risk being poorly prepared for their careers.

This policy provides guidelines on how to deal with the issue. It is important all teaching staff and learners at IC Training Centre carefully read the policy together with the guidance and warnings set down by the Joint Council for Qualifications (JCQ).

Plagiarism is the notion of a learner taking someone else's intellectual effort and presenting it as their own. The JCQ defines plagiarism as: "The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own." In other words, it is a form of cheating and if proven will be the person will be subjected to IC Training Centre's Disciplinary Procedure.

Plagiarism is the submission for assessment of material (written, visual or oral) originally produced by another person or persons, without acknowledgement, in such a way that the work could be assumed to be the learners' own. Plagiarism may involve the unattributed use of another person's work, ideas, opinions, theory, facts, statistics, graphs, models, paintings, performance, computer code, drawings, quotations of another person's actual spoken or written words, or paraphrases of another person's spoken or written words.

All staff carrying out internal or external assessed work must make learners aware of the guidelines on plagiarism. This is part of the whole learner induction.

All tutors and assessors before the main examination and coursework period must make learners aware of IC Training Centre's plagiarism and assessment malpractice policy.

## GUIDANCE ON REFERENCING FOR LEARNERS WHERE APPROPRIATE

All learners must be aware of how to cite any work that is not their own using the Harvard Referencing System. All resources used must be included in a bibliography. It is vital that all internet sites are also clearly shown. In particular

- The sources of ideas and all resources used in a reference list/bibliography must always be cited.
- Verbatim, i.e., word for word, or near verbatim extracts from other resources, e.g. textbooks and the internet, must not be reproduced.
- Quotations shorter than two lines (approx) or 20 words (approx) may be included in inverted

commas in the normal run of text (source clearly shown in the Bibliography)

- Longer quotations should be indented and could be shown in a different font
- Quotations longer than 200 words should be avoided, as should their over-use
- Appendices should be used for substantial elaborations, e.g., copies of questionnaires, documents, and newspaper reports
- Any charts, graphs and tables should be put them in the main text, but they must be numbered and referenced
- The Harvard system should always be used and references should always be consistent

### **IDENTIFYING PLAGIARISM**

If text, data, drawings, designs or artefacts are used without properly acknowledging who produced the material, then there is a risk of being accused of plagiarism. This can be avoided by making clear the sources of information used (e.g., books, articles, interviews, reports, 'www' reference, or government publications). All must be properly referenced (as described in the Induction Programme) not only in a reference list/bibliography but also by citations and quotations.

The delivery team will use online plagiarism software and personal interviews to help determine the authenticity of submitted work and will publicise this to learners through course induction and handbooks to deter them from deliberately making plagiarised submissions.

Plagiarism covers both direct copying and copying or paraphrasing with only minor adjustments:

- a direct quotation from a text must be indicated by the use of quotation marks and the source of the quote (title, author, page number and date of publication);
- a paraphrased summary must be indicated by the attribution of the author, date and source of the material including page numbers for the section(s) which have been summarised.

Double counting: learners are also not permitted to re-present any assessment already submitted for one module as if for the first-time assessment in another module. Double counting of assessed work is not normally allowed. If submitting work previously included in another assessment the learner should attribute the section of text from the earlier work. This may be taken into account by the markers.

### **ACTION ON DETECTING PLAGIARISM**

Any instance of proven plagiarism is regarded as serious misconduct under IC Training Centre's Disciplinary Procedure, and the matter will be subject to that Procedure and reference will be made to the rules and regulations for coursework and examinations of the Awarding Body.

Teaching staff that suspect any learners' work, which is not examination-based and is plagiarised should deal directly with the issue. If a learner repeatedly offends the issue should be reported to the Teaching and Learning Manager. The Teaching and Learning Manager will see the learner and make them fully aware of the penalties imposed by the Awarding Body or exam board and monitor the learner's work. If the plagiarism still continues the Awarding Body should be further informed.

Individual tutors and assessors will investigate the plagiarism further and act as per the disciplinary procedures below:

## Plagiarism Policy

**Stage 1:** If plagiarism is detected, the tutor will meet with the learner to discuss the findings. If the plagiarism would have altered the result obtained by the learner if it had been undetected then at the very least the learner will be penalised within the marking process. If it is clear that the plagiarism was minor and did not constitute intentional cheating, then guidance and support should be provided to address any underlying issues. This might include revision of appropriate referencing practice. The learner should also be informed clearly of the unacceptability of plagiarism and the need to abide by accepted practice.

**Stage 2:** Re-offending behaviour: formal hearing with the Teaching and Learning Manager, which could result in a referral to the Awarding Body

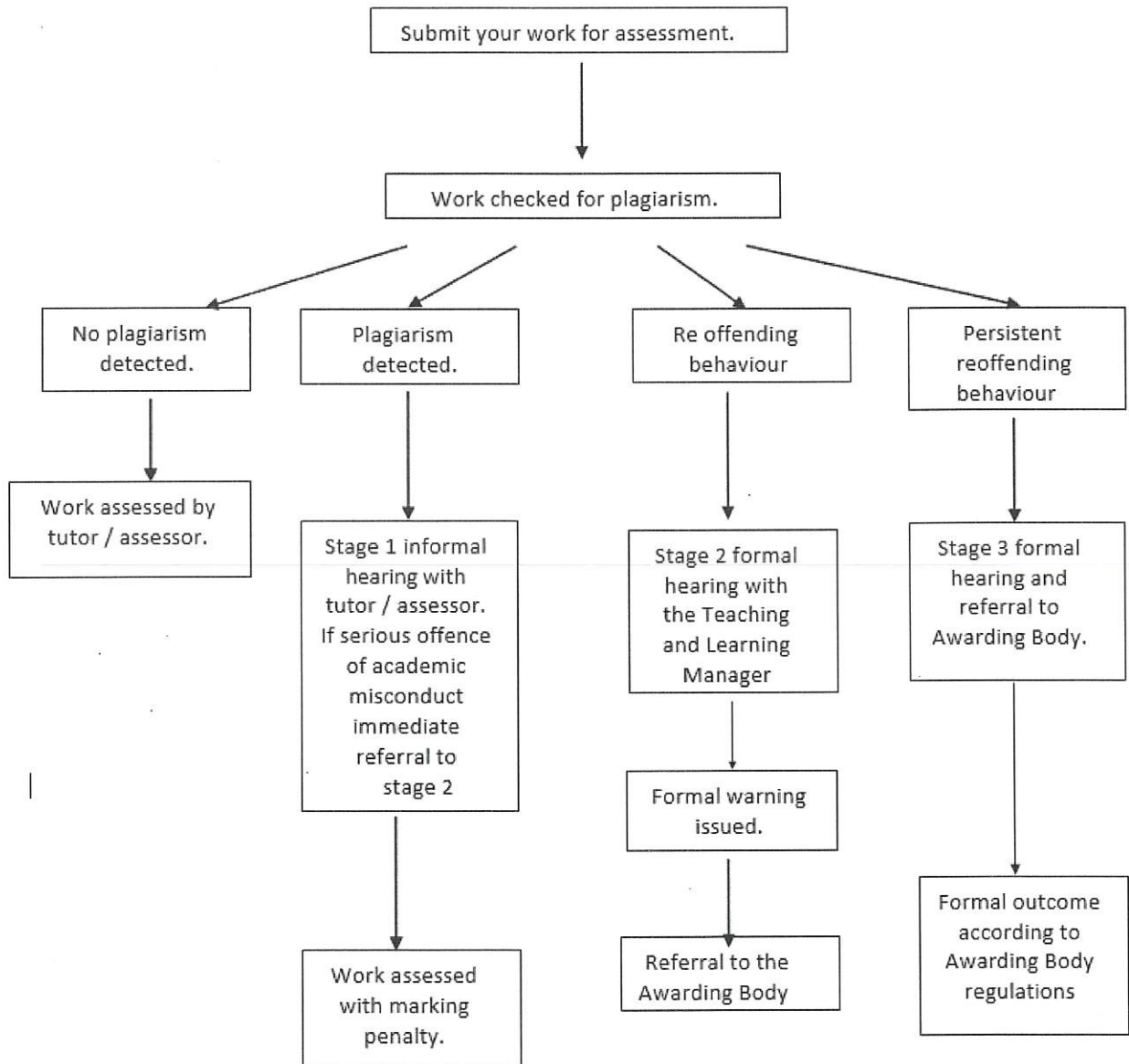
**Stage 3:** Persistent reoffending; the case is referred to the awarding body plagiarism board

### **REVIEW**

This policy will be reviewed on an annual basis or following changes to Government updates and statutory guidance in relation to Covid-19 and company risk assessment policies and processes.

## Appendix 1

### Learner Plagiarism Procedure



*C.P.*  
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