

Cheating, Collusion and Plagiarism Procedures

Procedure name:	Cheating, Collusion and Plagiarism Procedures
Procedure reference:	Pro-CCP-QA
Created by:	Exams Manager
Approved by:	Assistant Principal: Quality & MIS
Date of last review:	July 2021
Date of next review:	July 2024
Revision number:	13

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1. Purpose

The purpose of this procedure is to define areas of academic impropriety and to establish procedures to be followed in suspected cases of such impropriety.

2. Scope

This procedure should be applied to all student coursework and the use of learning and reference material, e.g. use of quotations, bibliography and referencing.

This procedure should also be applied to invigilated assessments and controlled assessments.

3. Responsibility

All students have a responsibility to establish, maintain and develop the academic standards and values necessary for study. Students maintain academic integrity by doing their own work, by refusing to assist others in deception and by being honest with themselves and others. Academic impropriety covers cheating, attempts to cheat, plagiarism, collusion and any other attempts to gain an unfair advantage in assessments, including written examinations.

Overall responsibility for this procedure lies with the Exams Manager. Curriculum Managers and teaching staff have operational responsibility for providing clear guidance to students and ensuring compliance with the procedure and code of conduct.

Course Leaders are required to provide students with clear guidance and instruction early in their course on the preparation and presentation of work. Included in this guidance should be the definition of plagiarism, collusion and cheating as detailed in below, together with examples specific to the subject area.

4. Definitions

4.1 Cheating

- 4.1.1 Communication with or copying from any other student during an invigilated assessment.
- 4.1.2 Communicating during an invigilated assessment with any person, other than a properly authorised invigilator or another authorised member of staff.
- 4.1.3 Introducing any written or printed material into the room where an invigilated assessment is taking place unless expressly permitted by the Assessment Board or regulations of the programme of study.
- 4.1.4 Introducing any electronically stored information into the room where the invigilated assessment is taking place unless expressly permitted by the Assessment Board or regulations of the programme of study.

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- 4.1.5 Gaining access to unauthorised material during or before an assessment.
- 4.1.6 In any other way the provision or assistance in the provision of false evidence of knowledge or understanding in assessments.
- 4.1.7 The preparation of work for another that is to be used as that other person's work.

4.2 Plagiarism

- 4.2.1 The verbatim copying of another's work without acknowledgement.
- 4.2.2 The close paraphrasing of another's work by simply changing a few words or altering the order of presentation without acknowledgement.
- 4.2.3 Unacknowledged quotations or phrases from another's work.
- 4.2.4 The deliberate and detailed presentation of another's concepts as one's own.

4.3 Collusion

Collusion is the knowing collaboration without official approval between two or more students in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of his or her individual efforts. Collusion can also occur where there is unauthorised co-operation between a student and another person in the preparation and production of work, which is presented as the student's own.

4.4 Procedure to be followed in cases of suspected Cheating, Plagiarism and Collusion

- 4.4.1 Programme area guidelines must stress the serious nature of cheating, plagiarism and collusion. The guidance must have indicated therefore the likely consequence of such activity.
- 4.4.2 Acts of academic dishonesty may result in the penalisation of an assignment mark, failure of an assignment, failure of a module or failure on an individual qualification programme. It may also result in disciplinary action.
- 4.4.3 Any tutor suspecting cheating, plagiarism or collusion must report the matter to their Course leader, Lead IV and Curriculum Manager.
- 4.4.4 If plagiarism has clearly taken place (evidenced by Turn it in or similar software) the assessment must be returned to the learner unmarked with a prompt deadline for resubmission. The disciplinary procedure must be instigated. Awarding Organisation procedures must be followed (for Pearson qualifications- no additional resubmissions should be granted).

- 4.4.5 If an investigation is required, pending the outcome of this, the assessment must still be marked but the marks will not be considered until it has been adjudged whether or not an offence has been committed.
- 4.4.6 The tutor should present to the Curriculum Manager the evidence or results arising from the investigation. At this stage a decision would be made as to the seriousness and intent of the cheating, plagiarism or collusion and if it is minor it can be referred to the Course Leader for action.
- 4.4.7 If the plagiarism is of a minor nature, the Course Leader and an assessor from the programme will amend the mark given to the assessment in an appropriate manner, reflecting the nature of the offence.
- 4.4.8 The Course Leader will inform the student in writing of the decision and the reasons or extent of the cheating, collusion or plagiarism, the penalty imposed and the implications of the student's course of study.
- 4.4.9 A student has the right to appeal against the decision in accordance with the College's appeals procedure.
- 4.4.10 If it is sufficiently serious to warrant disciplinary procedure, then action will be taken under the College's Disciplinary Procedure. The Assessment Board will also be informed.
- 4.4.11 Records of any instances of cheating, collusion or plagiarism must be retained and the Awarding Organisation procedures followed, which may include informing them of the occurrence and the actions taken.

5. Monitoring

The impact of academic malpractice and actions taken will be monitored through the following routes:

- Internal Verification Reports
- External Verification Report