

ETT Plagiarism Policy

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Position: Chief Executive

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Review & Amendment History

DATE	AMEND REF NO	SECT/ PG NO.	NEW ISSUE	REASON	AUTH BY
28/11/2022	1	All	3	Change in organisational structure	CB

Introduction

As an organisation that carries out assessment, ETT has an obligation to assessment and awarding bodies, its learners, employers and customers to ensure that the qualifications its learner's undertake are a fair and accurate representation of their work, and of the knowledge and skills attained.

Plagiarism, and other forms of cheating, undermines 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. For these reasons, we will take all appropriate measures to ensure that work of a learner is in fact their own, and that plagiarism and other forms of cheating have not taken place. We may also take appropriate action where plagiarism is detected.

Definitions

JCQ Definition	<i>"The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own"</i>
Plagiarism:	is the presentation of the works of another person / other persons as though they are one's own by failing to properly acknowledge that person / those persons.
Intentional Plagiarism:	Is plagiarism associated with intent to deceive?
Unintentional Plagiarism:	Is plagiarism associated with a lack of understanding of plagiarism or a lack of skill in referencing / acknowledging others' work (still a breach of this Policy).
Collusion:	Is the unauthorised act of a student presenting work, which is the outcome of directly working with others, as his or her own?
Cooperative Learning:	Is the informal process of learners interacting to enhance their learning outcomes and is encouraged.
Group work:	Is the authorised act of a group of learners producing either a common assessable work or an individually assessed piece of work as part of a larger project?

Policy Statement

Plagiarism, either intentional or unintentional is a practice which is unacceptable to ETT. There is an expectation that learners will prepare and submit work which is their own and which acknowledges the work of others.

Responsibilities

It is the responsibility of all learners and staff to ensure that work submitted by learners, for purposes of assessment, is in fact their own work.

Organisation Responsibilities

- Make accessible to staff and learners the organisations policy and procedures concerning plagiarism
- Establish processes to support the consistent implementation of policies and procedures relating to plagiarism
- Provide processes for learners to appeal decisions arising from plagiarism
- Ensure the organisations policies and procedures concerning plagiarism are known and implemented throughout the organisation
- Maintain confidential records of previous breaches

Staff Responsibilities

- Know and consistently implement the policy and procedures of the organisation concerning plagiarism
- Explain the importance of the learner producing their own work and the penalties of malpractice
- Ensure that learners understand the difference between cooperative learning, group work and collusion
- Be vigilant in the detection of plagiarism
- Staff should set a good example through their own practice
- Reinforce to learners the significance of their signature on the form which states they have understood and followed the assessment/portfolio requirements
- Set reasonable deadlines for submission of work and provide reminders
- Must not accept, without further investigation, work which you suspect has been plagiarised.

Learner Responsibilities

- Understand and comply with the policy and procedures of the organisation concerning plagiarism and seek help if unclear about their requirements
- Ensure that all sources of information are appropriately acknowledged
- Ensure that work submitted for purposes of assessment is their own.
- Take all reasonable precautions to ensure work cannot be copied.

Reporting Plagiarism

If plagiarism is detected by ETT and the declaration of authentication has been signed, the case can be reported to the Awarding Body. This procedure is detailed in Guidance for Dealing with Instances of Suspected Malpractice in Examinations; this document is published by JCQ.

If plagiarism is suspected by an Awarding Body's moderator or examiner or has been reported by a candidate or member of the public, full details of the allegation should be reported to the centre. The Head of Centre may conduct an investigation into the alleged malpractice and to submit a written report. The form contained in the document Guidance for Dealing with Instances of Suspected Malpractice in Examinations (JCQ/M/01) should be used as a basis for this report.

The Awarding Body will then consider the case and, if necessary, impose a sanction in line with the penalties given in the document Guidance for Dealing with Instances of Suspected Malpractice in Examinations.

Penalties

The following penalties **could** be applied to learners

- A warning may be given regarding future conduct
- Loss of marks
- Disqualification from part or all of an examination
- Be barred from entering one or more examinations for a set period of time
- Disqualification from all examination boards