

PLAGIARISM POLICY

Purpose

This policy aims to give centres and employers guidance on plagiarism which is the action of presenting the work/evidence/ideas of another as a learner's/apprentice's own work/evidence.

Who does this policy apply to?

This policy applies to all Innovate Awarding staff, approved centres, employers, End-point Assessors (EPAs) and External Quality Advisors (EQAs).

When to use this policy

Use this policy when faced with situations of plagiarism, alleged or otherwise.

The policy

Whilst it is common and often necessary for learners/apprentices to learn from the work of others (e.g. academic staff, fellow learners and published material), it is equally essential that learners always acknowledge the source of the ideas and information they use in their work that is not their own. Plagiarism may involve copying from the work of a fellow learner, quoting from learning resources or published text, or downloading material from the internet. In these cases, learners/apprentices must clearly state their source. Plagiarism involves not only written work/evidence, but all forms of work/evidence which learners/apprentices may submit for assessment, including, artefacts, musical compositions, computer data in electronic form. Innovate Awarding expects all forms of plagiarism to be treated very seriously by staff at centres, and centres should have in place their own plagiarism policy and process for handling suspected cases of plagiarism.

Learners must be made aware of a centre's plagiarism policy and receive information on the commonly used acceptable conventions for correctly acknowledging the source of the ideas and information as part of their course induction.

To reduce the possibility of incidents of plagiarism, assignments should as far as possible be designed to make 'copying' or using the work of others not helpful/appropriate.

Centres should implement a declaration that learners sign to confirm that the work/evidence is their own work.

Centres may consider gaining access to plagiarism detection software which can be used as part of their assignment submission policy or used to regularly run randomised checks on pieces of work to test for possible instances of plagiarism.

Innovate Awarding will check apprentices work that is submitted for end-point assessment for plagiarism.

Dealing with cases of plagiarism

Stages in the process for investigating plagiarism are:

- Keeping watch – check learner’s/apprentice’s work for acknowledgement of sources, varying quality of content, the use of a mixture of vocabulary/spellings/punctuation/presentation.
- Confirming – if you suspect a piece of work has been plagiarised, you must try to locate the source via the internet and/or plagiarism detection software. It is also helpful to speak with the learner to ask them questions about the assignment, to assess whether the work is that of the learner.
- Reporting – if your suspicions are confirmed, the matter should be treated as malpractice and investigated as such.

Centres must investigate the case following the centre’s own published plagiarism policy to establish whether plagiarism has taken place. Where plagiarism is identified, the centre must take appropriate action, investigate, and notify Innovate Awarding.

Regarding detection or suspicion of plagiarism at the point of end-point assessment. The EPA should initially inform the End-point Assessment Managers (EPAMs) who will investigate the claim and if it is deemed that plagiarism has taken place the learner will be asked to retake the assessment. In this case the retake policy for that standard will have to be followed.

Appeals

Innovate Awarding expects that most cases will be resolved internally using the centre’s own plagiarism policy and procedures, which must be made available to all learners at the start of their programme of learning. However, if the matter has still not been resolved, the case may be reported to Innovate Awarding for adjudication.

If the case has occurred at end-point assessment, then the apprentice can follow the Innovate Awarding appeals process.

Additional Information

Additional information on plagiarism and guidance for Tutors/Assessors can be found on the following useful websites:

<http://virtualsalt.com/antiplag.htm>
<http://www.plagiarism.org>
<http://www.turnitin.com>

Associated policies/documents

- Malpractice and maladministration policy and procedure
- Appeals process
- Standards retake policies