

**Skills4Stem**  
**Plagiarism, Cheating, Malpractice and Maladministration Policy**

**1. Purpose of this policy**

- To set out definitions/interpretations of cheating, malpractice and plagiarism in relation to teaching and learning
- To set out the rights and responsibilities of learners, trainers, assessors and Course Organisers/Centre Administrators in relation to cheating, malpractice and plagiarism in relation to learning
- To set out procedures for handling suspected cheating, malpractice and plagiarism in relation to teaching and learning

**2. Values**

- Every effort should be made to ensure learners, trainers and assessors are informed about appropriate study approaches to prevent the incidence of cheating, malpractice and plagiarism in teaching and learning.
- Information about appropriate study approaches and cheating, malpractice and plagiarism in teaching and learning should be expressed and explained in language and situation appropriate to each individual learner.
- There is a difference between unintentional plagiarism, and deliberate, malicious or sustained plagiarism. Vulnerable and inexperienced learners should be given time and material to ensure they understand fully this policy and its implications.
- Any suspected incidence of cheating, malpractice and plagiarism in teaching and learning should be investigated in a manner that supports the individual to understand and account for the incident without prejudgement.

**3. What constitutes Plagiarism, Cheating, Malpractice or Maladministration?**

**3.1 Plagiarism**

If you submit an assignment that contains work that is not your own, without indicating this to the assessor/marker (acknowledging your sources), you are committing 'plagiarism' and this is an offence.

This might occur in an assignment when:

- Using a choice phrase or sentence that you have come across
- Copying word-for-word directly from a text
- Paraphrasing the words from a text very closely
- Using text downloaded from the internet
- Borrowing statistics or assembled facts from another person or source
- Copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources

- Copying from your own notes, on a text, tutorial, video or lecture that contain direct quotations.
- Extracts from another person's work, published or unpublished, without using quotation marks and/or an acknowledgement of the source
- Summarising the work of another or using their ideas without an acknowledgement of the source
- Copying or using the work of another learner (past or present) with or without that person's knowledge or agreement
- Purchasing essays or downloading them from the internet to submit them as your own work.

Although you are encouraged to show the results of your reading by referring to and quoting from works on your subject, copying from such sources without acknowledgement is deemed to be plagiarism and will not be accepted by Skills4Stem or the ILM. This means that you must make it clear which words and ideas are yours and which have come from elsewhere, through the use of quotation marks as well as in-text citations.

### **3.2 Cheating**

Cheating is an attempt to deceive ILM assessors, examiners and/or external verifiers and constitutes any action whereby a learner deliberately seeks to gain advantage by:

- Taking unauthorised information or equipment into a test or examination
- Submitting work for assessment done by a third party as one's own (including using IT to do so and/or paying for work from another source)
- Providing or receiving information about the content of an examination before it takes place, except when allowed by ILM (e.g. case study materials issued before an examination)
- Centres giving excessive help to a learners in writing an assignment, or writing any of it for them
- Impersonating or trying to impersonate a learner, or attempting to procure a third party to impersonate oneself
- Learners using books, notes, instruments, computer files or other materials or aids that are not permitted (usually relevant only to examinations and online tests)
- Assistance or the communication of information by one learner to another in an assessment where this is not permitted (usually relevant only to examinations and online tests)
- Copying or reading from the work of another learner or from another learner's books, notes, instruments, computer files or other materials or aids, unless expressly permitted
- Offering a bribe of any kind to an invigilator, examiner or other person connected with assessment
- Any attempt to tamper with assignment or examination scripts after they have been submitted by learners
- Fabricating or falsifying data or results by individual learners or groups of learners

### **3.3 Malpractice**

Malpractice constitutes any action that deliberately disrupts fair and equal opportunity for assessment or examination by:

#### **Learners:**

- Interfering with or gaining unauthorised access to assessment/test/examination papers prior to the designated time
- Destroying the work of another learner (paper/electronic/video etc)
- Acting in a disruptive manner in the context of assessment/qualifications/test
- Repeated maladministration (normally three consecutive incidents)
- Deliberate misuse of the ILM logo by the learner
- Cheating of any nature, including plagiarism

#### **Tutors/Trainers/Assessors:**

- Breaking the assessment/examination regulations of the ILM
- Acting in a manner that undermines the integrity of assessment/test/examination - assisting learners with the production of answers - this would include providing the work of another learner taking the same assessment to use as a model for submission
- Failing to keep learners' work safe (paper/computer/audio etc.)
- Deliberate misuse of the ILM logo

#### **Course Organiser/Centre Administrator**

- Breaking the assessment/examination regulations of the ILM
- Failing to keep assessment/test/examination papers secure prior to assessment
- Failing to keep learners' work safe (paper/computer/audio etc.)
- Deliberate misuse of the ILM logo by the centre/provider
- Falsification of documents.

### **3.4 Maladministration**

Maladministration is an activity or practice which results in non-compliance with regulations, but it's normally the result of a genuine mistake rather than any deliberate plan to gain an unfair advantage.

Where a centre or provider repeatedly makes mistakes then this would eventually constitute Malpractice (see Definition of Malpractice at 3.3)

Examples of maladministration:

- Late registration of learners with ILM
- Claiming certification for incorrect units
- Centres, providers and learners should take all reasonable steps to prevent malpractice and/or maladministration from occurring throughout the development, delivery and assessment of ILM qualifications and programmes.

#### **4. Statement of confirmation of authenticity**

Learners are encouraged to collaborate with others in studying, but submitted work copied from or written jointly with others is not acceptable, unless collaboration is required in the particular assignment. Therefore all learners will be asked to acknowledge a statement for each assignment to confirm that all assessment work submitted is their own and that they have not cheated.

#### **5. Process**

##### **Stage 1**

##### **Prevention**

- All relevant learners should receive appropriate guidance through their tutor concerning the preparation of work and the correct use and referencing of sources.
- All relevant trainers/tutors, learners and course organisers/administrators should receive appropriate guidance on assessment/test/examination conditions.
- All relevant tutors and learners should be informed about Skills4Stem and the ILMs Policy on Plagiarism, Cheating and Malpractice and the consequences of such behaviour.

##### **Stage 2**

##### **Formal Proceedings**

- Cheating, malpractice and deliberate plagiarism should be reported immediately to Skills4Stem.
- Any person suspected of cheating, malpractice or deliberate plagiarism shall be made fully aware by Skills4Stem, in writing, at the earliest opportunity of the nature of the allegation. Care must be taken to ensure that the format and language is fully accessible to the recipient. If necessary, an agreed advocate can be involved to ensure understanding. Any person under investigation must subsequently be updated on progress regarding the investigation.
- Any person suspected of cheating, malpractice or deliberate plagiarism shall be presented with all evidence against them.
- Any person suspected of cheating, malpractice or deliberate plagiarism must have an opportunity to respond – personally, and/or in writing within an agreed timescale.
- Any person suspected of cheating, malpractice or deliberate plagiarism will be invited to a meeting with Skills4Stem or a responsible third party where he or she will be able to explain and defend his or her actions.
- Skills4Stem will appoint an independent party to conduct an investigation into the allegations. The investigator must not have been involved in the assessment in which the suspected plagiarism or cheating took place and preferably should have had no involvement in the programme for the suspected learner.
- Depending on the circumstances, the investigator should interview all involved and anybody who might be able to contribute to the

investigation. As a minimum, this should include: the suspected learner, the assessor or invigilator and whoever detected or reported the alleged plagiarism or cheating. It is often necessary to speak to others, such as the person whose work was copied and other learners. Throughout the process, these interviews will be recorded, especially where they reveal key information

- Learners with impairments must be given appropriate support for any meeting, e.g. electronic note takers or BSL interpreters.
- At the conclusion of the investigation, the learner must be informed of the outcome and their right to appeal explained.
- Alternatively, the disciplinary process may be conducted by email or in writing.
- Where behaviour is not clearly deliberate, the learner will receive support and have an opportunity to re-submit work as. If improvements are not then made, the learner should be advised that formal disciplinary proceedings will commence.

### **Stage 3 Outcomes**

- A written report of the investigation and recommended actions and sanctions will be sent to all parties.
- The person at the centre of the investigation will be informed of the Appeals Procedure should the judgement be found against him/her.
- Allegations of cheating, malpractice and/or deliberate plagiarism will be reported to the Awarding Body (ILM) (where appropriate) in writing.
- Where Awarding Body Regulations have been contravened, then a representative of the Awarding Body may wish to be involved in the investigation
- Where Awarding Body Regulations have been contravened, then the Awarding Body may wish to impose sanctions on the future involvement of that person in assessments/test/examinations (see section 6)

## **6. Sanctions in the event of cheating, malpractice or deliberate plagiarism**

### **Learner**

Sanctions will be applied proportionate to the seriousness of the behaviour Whether decided by ILM or by a DCS centre, sanctions for the learner may include:

- Adjusting the marks given for the assessment, test or examination
- Requiring the learner to redo one or more assignments and re-submit for assessment, with the award of a minimum mark in the event of pass
- Requiring the learner to re-sit the test or examination
- Withholding full or unit certification
- Withdrawing membership
- Withholding certification and withdrawing membership

- Disqualification from the qualification and refusing to accept further test or examination entries
- Debarred from further certification and/or registration

### **Course trainers/tutors**

Sanctions will be applied proportionate to the seriousness of the behaviour and may include:

- A trainer may be withdrawn from teaching/assessing the individual course
- Barred from teaching/assessing that qualification in the future
- Immediate termination of contract with Skills4Stem

### **7. Appeal**

Appeals can be made following the Skills4Stem Appeals and Results Policy.