



Cheating and Plagiarism

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Intent

Purpose

The purpose of this policy is to define areas of academic misconduct:

Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise.

And to establish the procedures to be followed in suspected cases of such impropriety, ensuring adherence to all the requirements of affiliated awarding organisations (AOs) or end point assessment organisations (EPAOs).

Scope

This policy works within the framework of Instep UK's Vision, Mission and the underlying principles of our AO's and EPAO's codes of practice. Instep UK will apply the principals inherent in this policy to all learners. This policy will be applied to all examinations, course work, project work and any other work produced by the learner.

All learners have the responsibility to establish, maintain and develop the standards and values necessary for study. Learners maintain academic integrity by doing their own work and by refusing to assist others in deception. Academic misconduct covers cheating, attempts to cheat, plagiarism, collusion, and any other attempts to gain an unfair advantage in assessment.

Overall strategic responsibility for this policy lies with the Director of Corporate Services. Operational responsibility lies with Head of Quality and Safeguarding, Internal Quality Assurers, Delivery Managers and delivery colleagues for providing clear guidance to learners to ensure compliance with the policy.

For the purposes of this policy cheating, plagiarism and collusion are defined as follows:

- Cheating is any situation where a learner attempts to obtain an unfair advantage when submitting or presenting assessed work or inappropriate conduct during an examination. This also applies to the theft of another learner's work for submission as their own.
- Plagiarism is any situation where a learner incorporates un-cited published material, or material produced by another learner into their submitted work, without referencing therefore implying that it is their own original work. This also applies to the theft of another learner's work for submission as their own.

- Collusion is the known collaboration without official approval between two or more learners 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 their individual efforts.

Implementation

Instep UK is committed to developing outstanding teaching and learning and providing world class customer service to meet the needs of all learners.

Instep UK will ensure:

- All suspected cases of internal cheating, collusion and plagiarism are reported to the relevant person for appropriate action.
- Any misconduct during an examination, or externally assessed activity, will be recorded on the invigilator's report form, which is given to the IQA, who will investigate the complaint and instigate the appropriate procedure.
- Instep UK conduct a fair and objective investigation into the complaint.
- Instep UK will ensure that the learner has the right to fully participate in any investigations.
- Instep UK will ensure that the learner has a right of appeal to Instep UK/AO/EPAO.

Monitoring and reviewing

The policy and associated procedures will be monitored and reviewed annually by the Director of Corporate Services, Head of Quality and Safeguarding.

The effectiveness of the Cheating and Plagiarism policy will be measured through:

- The audit of assessment (Internal and External)
- Internal Verification reports
- External verification reports
- Analysis of learner feedback
- Module and course evaluations/reviews
- Analysis of complaints and disciplinary trends

Related Policies

- Malpractice and Maladministration Policy
- JCQ ICE (Instructions for Controlled Examinations)
- Reasonable Adjustment Policy

- Whistleblowing Policy

Management responsibility

This forms part of the suite of Quality policies overseen by the Director of Corporate Services

The Head of Quality and Safeguarding is responsible for ensuring the Cheating and Plagiarism policy and procedures are effectively implemented and monitored.

Delivery Managers, Internal Quality Assurers and QA and EPA Officer are responsible for implementing and monitoring the policy with the support of the Head of Quality and Safeguarding.