

DH Associates

Plagiarism and Cheating Policy

Scope

This policy applies to all awarding bodies, qualifications and programmes provided by DH Associates. The policy provides definition and examples of plagiarism and cheating that might occur in connection with learners. The process for preventing, investigating and dealing with Plagiarism and Cheating is described along with the need for a formal declaration of authenticity by the learner.

The policy is based on guidance issued by City & Guilds and ILM.

Definition

Plagiarism is a specific form of cheating which applies to all assessment. There are many definitions but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own.

Plagiarism is the substantial, unacknowledged incorporation into a learner's work of materials derived from published or unpublished work by another person and presented as if it were the learner's own work.

A strict interpretation could include the original ideas, as well as the actual words, produced by another. Unless the candidate has submitted an extensive and unacknowledged paraphrase of another person's writings, however, DHA will not include paraphrasing under the definition of plagiarism.

Published work includes books, articles and materials found on the internet.

Examples of unpublished work could be a piece of work previously submitted by another learner, or work about to be submitted by another learner, or perhaps copied from a work colleague or family member.

Some assignments require learners to work together at the planning stage. However group assessment is not allowed so the resulting assignments must be submitted individually and it is essential that each is then ratified as being the learner's own work.

Examples of plagiarism include:

- Extracts from another person's work, published or unpublished, without using quotation marks and/or an acknowledgement of the source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.

This policy therefore applies to assessments submitted for qualifications and programmes, whether regulated or unregulated by DHA. The policy also applies to examinations and online tests, as well as assignment tasks that are completed independently by the learner in their own time.

Preventing plagiarism

No learner should unwittingly find themselves guilty of plagiarism without knowing the implications. Without an explanation of plagiarism and auditable declaration of authenticity, there can be no grounds for plagiarism. However such an omission by the centre could be grounds for malpractice.

DHA staff must explain to learners what plagiarism is, how we deal with it, the possible sanctions and how they should acknowledge someone else's work.

This is done at the programme induction and reinforced in assignment briefings.

Guidelines for Learners

If you use someone else's exact words in your work, they must be in quotation marks.

Use quotations sparingly and only when you feel the author has expressed something so well and so concisely that the words cannot be improved.

Even if you give your own explanation of somebody else's work without quoting word-for-word, you must reference your source.

When referencing a source, you must provide the name of the author, the date of their work that you have referred to and the page number where you got the quotation from immediately after the quotation (eg Hill, 2004, p. 42) and also provide full details of the reference in the bibliography.

You must provide a bibliography - a list of books, articles and any other sources you have quoted - at the end of your assignments.

The Harvard system for referencing sources is well-established and you can find guidance on how to use it on the internet.

When making a reference to a book the Harvard format is:

Hill, P. (2004) **Concepts of coaching: a guide for managers**. ILM, London.
and for a reference to an article the Harvard format is:

Grant, A.M. (2010) It takes time: a 'stages of change' perspective on the adoption of workplace coaching skills. **Journal of Change Management**, 10(1), pp. 61-77.

Learner authenticity

Exams/ Tests

In the case of examinations and online tests, authenticity takes the form of the Centre ensuring that another person is not being substituted to take the test on behalf of the learner. This typically necessitates a confirmation of the identity of every learner, for example through photographic ID or recognition by exam invigilator.

Written Work/ Assignments

Every learner must make a formal declaration of authenticity (i.e. the work is their own) for each assessment. There is a statement on authenticity included on the unit summary and assignment sheet for all units.

Cheating is an attempt to deceive assessors, examiners, internal quality assurers and/or external verifiers and includes:

- providing or receiving information about the content of an examination before it takes place, except when allowed by the awarding body (e.g. case study materials issued before an examination)
- assessors 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

Because of the nature of cheating, this mainly applies to examinations and online tests. Staff involved in cheating (e.g. tampering with assessment or examination scripts or results after learners have submitted them), would be in breach of DHA Malpractice Policy and subject to disciplinary procedures.

Preventing cheating

Exam Invigilators must check the instructions provided for assessments, examinations or online tests and comply with them, especially regarding materials which can and cannot be used in the examination and the required arrangements for invigilation.

Learners and others connected with the test or examination must be made aware of the consequences of cheating.