



## Policy to address the risk of Cheating and Plagiarism

### Minimising Risk

All candidates are made aware of their responsibility to ensure that all the work submitted by them is their own original work and any inclusion of ideas or information that comes from external sources must be clearly and accurately referenced.

All candidates will sign submitted work to confirm that they are aware of and comply with this expectation.

The details of our policy in terms of cheating and plagiarism will be covered as part of the induction of candidates (see Journey Plan for details).

All assessors and verifiers will be made aware of their responsibility to identify and notify any evidence of potential infringements of this policy in line with the reporting mechanisms of Creating Space for You (CIC) as outlined below.

The person who first identifies evidence of potential cheating/plagiarism will notify the Quality Co-ordinator. Any such reporting will trigger the initiation of an investigation by an approved person (normally the Quality Co-ordinator). This person will not have been involved in the initial identification or ideally have had an prior involvement with the candidates involved.

The person or persons suspected of Cheating and or Plagiarism will be notified that an investigation is to take place and will be questioned by the appointed person at the earliest opportunity.

The appointed person will

- Examine the written evidence

- Question those involved to enable them to respond to the questions raised, and where possible provide evidence to confirm the credibility and origin of the work submitted as their own.

The appointed person will then decide if they consider that the person(s) has indeed contravened the standards outlined in terms of cheating and plagiarism.

The outcome of the investigation will be communicated as soon as possible to the person(s) and the consequences of the decision outlined.

Where a person is found to have contravened the policy they will be refused further submission of their work for accreditation and will be asked to leave the programme.



Their rights to appeal the decision will also be made clear (see Complaints Procedure and Appeals Procedure for Candidates).

In all cases evidence of the investigation will be held on file until such time as the awarding body have had opportunity to review the case to ensure compliance with their requirements.

If the decision of the investigation is that the policy has not been contravened then the details of the investigation will be deleted after the next external centre assessment.

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