



## Plagiarism Policy

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## Commitments and Responsibilities

London Centre For Training and Development is committed to fair assessment procedures for all learners. Our Plagiarism Policy is designed to help you in understanding what plagiarism is and how to avoid it in your work.

Academic misconduct threatens fair assessment, which in itself can then disadvantage all learners and challenge the quality of awards made by LCTD. LCTD is therefore committed to enabling learners to avoid plagiarism through a programme of support and education at programme level aligned with the college's policy and procedures, and privileging both fairness and consistency of treatment.

In addition to educating for the avoidance of plagiarism, LCTD is committed to detecting and acting when a case of plagiarism is suspected.

The avoidance of plagiarism is part of education for effective academic writing and necessarily continues at all levels. Learning to write in a formal record, whilst ensuring that the work of others is acknowledged, takes time to learn and should be seen as a progression which may take time and skills to refine.

## What is Plagiarism?

**Plagiarism** is the act of presenting the material, ideas, and arguments of another person/persons as one's own. To copy sentences, phrases or even particular striking expressions without acknowledgement, in a manner which may deceive the reader as to the source, is plagiarism; to paraphrase, in a manner which may deceive the reader, is likewise plagiarism. Plagiarism is identified in the composition of the work submitted by a learner for assessment.

**Copying** i.e. incorporating into an assessment, material from books, journals, the web, the work of another learner or any other source, without acknowledgement and submitting it in verbatim or paraphrased form as one's own, is an act of plagiarism.

**Collusion** through the submission of work for assessment that purports to be the learner's own work but is in fact jointly written with another learner or other learners, is an act of plagiarism.

**Duplication** of material means the inclusion in coursework (including essays, projects, reports, dissertations and theses) of a significant amount of material that is identical or substantially similar to material which has already been submitted by the learner for the same or any other programme or course at the college or elsewhere.

Your obligations to prevent plagiarism

In order to distinguish between your own work and that of others, you should ensure that:

- phrases, sentences and passages taken verbatim from a published work are placed in quotation marks, or indented, and the source is acknowledged
- paraphrasing, ideas and arguments taken from a published work are clearly referenced



- the inclusion of any other intellectual property, for example, illustrations, diagrams, proofs, designs, computer software, in written text or project work is clearly identified and acknowledged
- the inclusion of material from electronic sources is carefully referenced and only web sites freely accessible to the marker should be used
- the use of the work of others is not of such volume or importance to the submitted work as to compromise your ownership of the work
- no significant collaboration has occurred where you are required to submit the work as an individual piece. Where work is done collaboratively and a single piece of work is submitted, the collaboration must be permitted by the tutor and it must be declared on the work
- you have not presented previously or simultaneously for assessment at this college, or elsewhere, any work, or any substantial amount of such work, that you submit.

### **Citations, References and Bibliographies**

When writing a report or an essay, it is important that each time you use someone else's ideas from a book, article, TV programme, newspaper report or conference proceeding, you tell your readers immediately in the text. This is called a 'citation'. The citation links to a reference usually provided as a bibliography at the end of the work. (Failure to provide a reference may expose you to charges of plagiarism).

#### **Citations are normally used to:**

- give support for arguments used in essays or dossiers
- acknowledge a writer who has influenced your thinking

#### **References provide details for the reader of:**

- the source of particular ideas and models
- the source of quotations
- the source of statistics or other data
- the sources of diagrams, pictures or charts

Expectations of standards of citation and referencing should conform to those agreed institutionally. LCTD has adopted the Harvard style of bibliographical citation and referencing. The version of Harvard defined by the College is detailed in the Cite Them Right publication (Pears and Shields, 2010). Further information can be found on their website - <https://www.citethemrightonline.com/>

### **Our Support for you**

We require tutor/assessors to ask learners to declare that their work is their own, for instance:

- For internally assessed units, tutor/assessors are responsible for checking the validity of the learner's work.

For NVQ/Diploma, tutor/assessors and learners must provide a written declaration that the evidence is authentic and that the assessment was conducted under the requirements of the



assessment specification.

We take positive steps to prevent or reduce the occurrence of learner plagiarism. These steps include:

Using the induction period to inform learners of our policy on plagiarism and the penalties for attempted and actual incidents of plagiarism

Showing learners, the appropriate formats to record cited texts and other materials or information sources including websites.

Learners should not be discouraged from conducting research; indeed, evidence of relevant research often contributes to the achievement of higher grades. However, the submitted work must show evidence that the learner has interpreted and synthesised appropriate information and has acknowledged any sources used.

Introducing procedures for assessing work in a way that reduces or identifies plagiarism, e.g. plagiarism, collusion, cheating, etc. These procedures may include:

- Periods of supervised sessions during which evidence for assignments/tasks/coursework is produced by the learner
- Altering assessment assignments/tasks/tools on a regular basis
- The tutor/assessors assessing work for a single assignment/task in a single session for the complete cohort of learners
- Using oral questions with learners to ascertain their understanding of the concepts, application, etc within their work
- tutor/assessors getting to know their learners' styles and abilities, etc.
- Ensuring access controls are installed to prevent learners from accessing and using other people's work when using networked computers.

### **Procedures for Dealing with Cases of Alleged Plagiarism**

The Lead IQA is responsible for carrying out investigations into allegations of plagiarism.

Investigations into alleged plagiarism against the Lead IQA will normally be conducted by an appointed nominee.

Where we discover or suspect anyone of plagiarism, we will make the individual fully aware (in writing) at the earliest opportunity of the nature of the alleged plagiarism and of the possible consequences should plagiarism be proven.

Evidence required to prove that plagiarism has occurred may include:

- Comparison of suspect piece with work previously presented by the learner;
- Comparison with a piece on a similar subject undertaken under controlled conditions;
- Comparison with other learners' writing where similarities have occurred;
- Comparison with the sources that the learner appears to have plagiarised;
- The learner's performance when assessed orally;
- A witness statement from the person(s) that identified the issue.



If plagiarism is suspected, the learner will be given an opportunity to explain what has happened.

Formal action will only be initiated where:

- a) There is evidence to support the allegation of plagiarism; and
- b) The learner fails to provide a plausible explanation.

In the event of any doubt arising, the Centre Manager should be consulted, before any decision is taken.

### **Informing the Awarding Body**

Any incidence of plagiarism will be reported to the awarding body.

The awarding body has the right to carry out an independent investigation in full under any circumstances of alleged plagiarism.

When dealing with alleged plagiarism the awarding body will deal primarily with the Lead IQA or a nominated representative.

As part of the investigation the awarding body has the right to: involve the learner and others in the investigation process deal with the learner (if aged 18 or above) and/or the learner's representative

This may occur, for example, when a learner's account of events is at variance with that of the centre. Where learners younger than 18 are involved they may wish to be assisted by centre personnel, parents or guardians.

During the investigation period the awarding body may:

- refuse learner registrations/entries
- withhold the release of results/certificate
- withhold test/examination papers if the security of a test/examination is considered at risk

### **Re-assessment**

Where there is evidence to support the allegation of plagiarism the centre will re-assess all work submitted by the learner.

### **Appeals**

The awarding body has established procedures to appeal against penalties and sanctions arising from plagiarism. Appeals against a decision made by the awarding body will normally be accepted only from the Lead IQA (on behalf of learners and/or employees) and from individual employees (in respect of a decision taken against them personally).



### **Quality Assurance of the Plagiarism Policy**

Quality assurance activity will take place at least annually as part of the Internal Quality (Verification) Policy review.

### **Documents Associated with this Procedure**

<b>Name</b>	<b>Stored</b>