

# Plagiarism Misconduct

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## 1. Submission of work for assessment

It is the responsibility of each individual student submitting assignments or other materials connected with assessment, to ensure that the work which they are submitting is the work which they wish to be assessed.

The ACLT accepts no liability for the consequences of work submitted in error by the student, nor is replacement work acceptable except as explicitly required or permitted by the assessment board.

A *viva voce* may be requested at any time for a student or students suspected of having sought to gain unfair advantage in an assignment to test their understanding of their work. Requests can be made by the Operations Manager, Head of Education, any academic staff member of staff, assessment board member and the Education Committee Chair. In such cases, the student(s) shall be informed that a *viva voce* is required and it will be conducted under examination/test conditions with the Head of Education and an academic from another area.

## 2. Definitions of Cheating

Cheating is defined as:

a) taking unauthorised materials into an examination/test. This includes any calculator or dictionary not permitted under specific examination/test rules. Also, mobile telephones, and equipment with telephone communication facilities, MP3 players, CD players, radios, computing devices (including watches with additional functionality), must not be brought into any examination/test room, whether switched off or not. The definition of unauthorised material extends to pencil cases, manuals for calculators, revision notes (including notes written on arms and other parts of the body) and spare paper. This list is not exhaustive.

b) any attempt to gain an unfair advantage in an assessment (including examinations/tests). This includes (but is not confined to):

- I. copying from other candidates;
- II. collusion;
- III. impersonation;
- IV. plagiarism i.e. presenting the work of others as if it is one's own (this includes buying or acquiring work/effort/programming code from another party (in full or in part) for the completion of an assessment);

- V. the unacknowledged or un-referenced re-presentation of one's own work (the submission of work presented previously or
- VI. simultaneously for summative assessment at this or any other institution);
- VII. unauthorised access to unseen examination/test papers;
- VIII. attempted or proven bribery;
- IX. falsification of data in projects, surveys or other assessed work;
- X. the act of uploading assessment tasks, or work on a website and inviting contributions without proper acknowledgement, referencing, or identification of such contributions.

c) assisting another student to do any of the above.

### **3. Suspected cheating detected during or after an examination/test**

If an invigilator suspects that there is cheating, the attention of any other invigilator present should be drawn to the suspicious circumstances. If another candidate suspects that there is misconduct he or she should alert the invigilator(s).

The invigilators should approach the suspected candidate(s) and inform him or her of that suspicion, explain that they may complete the examination/test if they wish and that a statement can be made at the end of the examination/test.

The invigilators will annotate the candidate(s)' work to indicate the point at which the suspected misconduct was detected. Should the invigilators suspect any further attempt at cheating during the same examination/test the same procedure should be followed and the relevant section of the script also annotated appropriately. If any unauthorised material is discovered it will be confiscated by the invigilators at the point of discovery.

At the end of the examination/test the Operations Manager (or nominee) will inform the student(s) that the incident will be the subject of a formal investigation by the Head of Education, who will write to the student(s) with the provisional outcome and the procedure to be followed (please see section 5 below). The student will be given an opportunity to provide a written statement.

Written accounts of the incident by the invigilators and other candidate(s), if appropriate, will be forwarded with the script, any unauthorised material and the student's statement to the Operations Manager or nominee.

If, during the marking, moderating or other processing of examination/test material, an examiner suspects that cheating has taken place, the examiner must inform the Operations Manager (or nominee) and the Chair of the relevant Assessment Board, and submit a written account to the Head of Operations Manager and the student must be informed immediately in accordance to ACLT's disciplinary procedure. If, following an examination/test, another student has reason to suspect that cheating took place, they must present a written account to the Operations Manager or nominee. An anonymous statement shall constitute hearsay and not be deemed a legitimate allegation.

## 4. Cheating in relation to assessed or other coursework

It is recognised that cheating in assessed or other coursework raises a number of different issues from cheating in a written examination/test

Any Tutor who suspects when marking student(s)' work that there has been cheating should always inform the Operations Manager (or nominee). The Tutor is responsible for providing evidence of the alleged plagiarism. The Operations Manager will refer the case to a Head of Education, who will determine the provisional outcome and procedure to be followed (please see section 5 below).

Any student(s) wishing to make an allegation against another student should present a written account to the Operations Manager (or nominee), who will refer the case to the Head of Education. An anonymous statement shall constitute hearsay and not be deemed a legitimate allegation.

The student(s)' scripts or other form of coursework should be forwarded to the Operations Manager (or nominee), together with written statements from the member of staff or student(s) who made the original allegation.

Where cheating is suspected in coursework or other assignments other than those formally assessed under the above criteria, for example in formative or background assignments, the Head of Education shall determine the correct procedure to be followed.

## 5. Determining the Correct Procedure

The Head of Education will determine the correct procedure to be followed from the following:

- a) the case is referred back to the Tutor to mark the work based on academic merit (where there is no case to answer or where the plagiarism is so minor that it would not warrant a formal warning or academic penalty);
- b) the case is considered by the Head of Education (where the case warrants an academic and/or disciplinary penalty of less than expulsion);
- c) the case is referred to a the ACLT Management Board for consideration (all cases that are extremely serious or complex, including all cases that are likely to lead to expulsion because of the severity of the offence and/or because the student already has a Final Written Warning).
- d) the case is referred back to the subject area for a viva voce.

Please refer to ACLT's Student Disciplinary Procedures. The decision as to what procedure should be invoked should take into account:

- a) the course stage;
- b) the extent of cheating;

- c) whether the cheating was a systematic and organised attempt to deceive;
- d) the extent to which the assessment contributes to the final assessment;
- e) the nature and extent of any previous offences on any module;
- f) whether this is the student's first examination/test session;
- g) whether this is the student's first written assignment period in the UK

## **6. Confiscated materials**

All materials confiscated from students in cases of cheating shall be retained by the ACLT until the conclusion of the case after which time the student may apply in writing to the Operations Manager for the return of items.

## **7. Acceptance of the above responsibilities**

Enrolment as a student of the ACLT will be held to denote the acceptance of the above responsibilities.