Plagiarism, Malpractice and Maladministration Policy

1 Purpose

1.1 To promote best practice in the sector with regards to submission of work by learners

1.2 To provide a framework, which is to be used in conjunction with specific policies of exam boards and validation bodies

1.3 To safeguard that assessment carried out at Exeter College is a fair and accurate representation of their work, and of the knowledge and skills attained.

2 Definitions

2.1 An awarding organisation is any external body which has the authority to award accreditation for a course of learning

2.2 Plagiarism is to copy another person's ideas, words or work and pretend that they are one's own.

2.3 Examples of plagiarism are:
- The verbatim copying of another's work without proper acknowledgement
- The close paraphrasing of another's work without proper referencing
- Translating a source from a foreign language into English without appropriate referencing
- The deliberate and detailed presentation of another person's ideas as one's own
- Downloading off the internet and collating without acknowledgement
- Copying class notes and hand-outs provided by teachers directly into essays
- Copying or paraphrasing another student's work
- Re-submission of work previously submitted for another assignment

2.4 Malpractice means any act, default or practice which a breach of the JCQ Regulations is or which
- gives rise to prejudice to learners; and/or
- compromises public confidence in qualifications; and/or
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding organisation or centre or any officer, employee or agent of any awarding organisation or centre

2.5 Maladministration is defined as any activity or practice, which results in non-compliance with administrative regulation and requirements and includes the application of persistent mistakes or poor administration within a centre. (e.g., inappropriate candidate records). Examples of maladministration are:
- Late candidate registrations (both infrequent and persistent)
- Inaccurate claims for certificates (including certificates claimed 'in error')
- Failure to adhere to awarding organisation approval requirements
- Failure to maintain appropriate auditable records (e.g., certification claims)
- Withholding of information from awarding organisations which is required to assure the awarding organisation of Exeter College's ability to deliver qualifications appropriately
- Failure to keep and implement a conflict-of-interest register

2.6   Learner Malpractice is any falsification/ fabrication/ deceit in the production of any information within work being assessed. Malpractice includes maladministration and instances of non-compliance with the regulations. Examples of learner malpractice are:

- The use of unauthorised materials during an examination
- Obtaining assistance with or answers to examination questions from another person with or without their knowledge
- Impersonation of a student in an examination
- Deliberate falsification to evidence/ data
- Using unauthorised aids in examinations
- Fraudulent use (or purchase) of electronic materials
- Bribery or collusion

3 Policy

3.1   Exeter College is committed to the detection of plagiarism, malpractice, and maladministration, to taking appropriate measures when it is detected and to the implementation of preventative measures including:

- Training of staff in plagiarism prevention and detection using a variety of tools
- Informing staff about what constitutes malpractice and how to avoid it
- Informing staff about what constitutes maladministration and how to avoid it
- Informing learners of the college's position on plagiarism
- Promoting an ethos of fairness
- Promoting effective assessment design and assessment practice
- Ensuring learners are properly instructed in what constitutes fair practice and appropriate referencing
- Taking disciplinary action as appropriate
- Informing the relevant awarding organisations of suspected malpractice or maladministration
- Working closely together with relevant awarding organisations in cases where malpractice or maladministration has been detected and reported

3.2   Since the advent of digital technologies and the Internet copying has become very easy. The objectives of this policy are to give quality assurance in assessment procedures, both with regards to internal and external assessments.

3.3   Sometimes a person making an allegation of malpractice or maladministration may wish to remain anonymous, although it is always preferable if they reveal their identity and provide Exeter College and the relevant awarding organisation with their details. However, if a whistle-blower is concerned about possible adverse consequences that may occur should their identify be revealed to another party, they should inform Exeter College (who will inform the relevant awarding organisation) that they do not want their identity divulged. Exeter College will always aim to keep the identity of the person making the allegations confidential where asked to do so, although we cannot guarantee this. We may need to disclose their identity should the allegation lead to issues that need to be taken forward by other parties such as:

- The Police (to investigate or prevent crime)
- The Courts (in connection with any court proceedings)
- Other third parties such as regulatory authorities (in connection with certification)

4   Implementation

4.1   It is the responsibility of all learners and staff of Exeter College to ensure that learner work submitted for purposes of assessment, especially purposes of summative assessment, is in fact their own work;

4.2   It is the responsibility of all learners of Exeter College to:
- Ensure that work submitted for purposes of assessment is their own;
- Ensure that the words and arguments of others are appropriately cited and referenced using an accepted referencing system (e.g., the Harvard referencing system);
- Complete declaration to acknowledge and conform that the work submitted is their own;
- Refrain from influencing their teachers' judgement about their grades
- Refrain from the attempt to fabricate evidence to gain an unfair advantage during the centre's grading process. Where students or their parents/carers try to influence grade decisions the situation will be appropriately dealt with by Exeter College in the first instance. If inappropriate attempt to pressure centre staff continues, the relevant awarding organisation will be informed via JCQ, using JCQ M1 form.

4.3   It is the responsibility of all teaching staff of Exeter College to:
- Stress to learners the unethical nature of plagiarism;
- Make clear to learners the College's policy on plagiarism and the consequences if they fail to comply;
- Ensure that learners have the knowledge and skills required to enable them to reference correctly;
- Authenticate the submission of the student work as required;
- To bring any malpractice or maladministration to the attention of the Data Protection Officer and Compliance Manager and the Examinations Manager for further investigation
- Stay alert to and remain aware of specific types of malpractice which may affect the Summer 2022 series, in the event of further need to cancel exams as a result of the pandemic.

4.4   Types of malpractice could include but would not be limited to:
- breach of internal security;
- deception;
- improper assistance to students;
- failure to appropriately authenticate a student's work;
- over direction of students in preparation for common assessments;
- allegations that centres submit grades not supported by evidence that they know to be inaccurate;
- centres enter students who were not originally intending to certificate a grade in the Summer 2021 series;
- failure to engage as requested with awarding organisations during the EQA and appeal stages
- failure to keep appropriate records of decisions made and teacher assessed grades

4.5   Exeter College will adhere to JCQ & IBO guidance on malpractice at all times
https://www.jcq.org.uk/exams-office/malpractice/

https://www.ibo.org/contentassets/76d2b6d4731f44ff800d0d06d371a892/academic-integrity-policy-english.pdf

4.6   It is the responsibility of all guidance and technical support staff of Exeter College to

- Support teachers and tutors in their efforts to develop appropriate attitudes and practices in learners and generate and facilitate discussion around plagiarism and related issues;
- Ensure that this policy and associated documents and training materials are accessible to all learners via the portal;

4.7   It is the responsibility of the Department of Teaching, Learning and Development at Exeter College to provide training for teaching staff as part of the staff development program.

4.8   It is the responsibility of the Examinations Department and the Data Protection Officer and Compliance Manager at Exeter College to inform the relevant awarding organization of suspected malpractice or maladministration and investigate according to the awarding organization's directions and procedures.

5   Associated Documentation

- Assessment Policy
- Implementation of Assessment Policy: Management of conflict of interest
- Plagiarism Guidance and Procedure (cf IQA Staff Handbook pp. 21-26)
- Guidelines for Students on Plagiarism & Copying (cf student course handbooks)
- Associated University regulations and procedures
- Awarding Organisation regulations and guidance
- JCQ Suspected Malpractice Guidance
- IBO Academic Integrity Guidance
- JCQ Appeals Guidance

6   Monitoring, Review and Evaluation

6.1   The implementation of the assessment policy is monitored through the course review process and Quality Assurance & Moderation reports.

6.2   Monitoring, review and evaluation of this policy occurs through the self-assessment process.

6.3   The Committee of the Board undertakes the monitoring of this policy for Quality and Standards.

6.4   The Academic Board has key responsibility for receiving, approving and establishing this policy.

6.5   The Data Protection Officer and Compliance Manager will review this policy bi-annually, convening a working group if appropriate.

6.6   Copies of this policy and associated documents are available from the College portal and website. The definitive version of this policy is stored in the College Leadership SharePoint Site