

1. POLICY STATEMENT

Just Electrical Training takes academic misconduct and malpractice very seriously and seeks at all times to rigorously protect its academic standards. The aim of this policy is, therefore, to maintain the integrity of academic awards and procedures within the College.

Just Electrical Training takes all reported incidences of academic misconduct and malpractice seriously and seeks to ensure that they are dealt with efficiently and appropriately. The College does not tolerate actions (or attempted actions) of academic misconduct/malpractice by students or by employees, in connection with any awarding body qualification.

Plagiarism, cheating, collusion and attempting to obtain an unfair academic advantage are forms of academic misconduct and are entirely unacceptable for any student.

Employees are expected at all times to maintain the integrity of the qualification being undertaken and to act professionally with honesty and integrity.

2. DEFINITIONS

“Academic” – see under Scope and Limitations

“Plagiarism” is the presentation of someone else’s work, words, images, ideas, opinions or discoveries, whether published or not, as one’s own, or alternatively appropriating the artwork, images or computer-generated work of others, without properly acknowledging the source, with or without their permission. Plagiarism can occur in examinations, but it is most likely to occur outside sat or unseen examinations i.e. in coursework, assignments, portfolios, essays and dissertations.

“Cheating” is acting unfairly or dishonestly to gain advantage.

“Colluding” is secretly agreeing with others to cheat or deceive.

“Collaborating” means working with other students to pass off collectively produced work as one’s own, beyond or outside any request by teaching staff for groups of students to collaborate on projects or assignments.

“Malpractice” consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and the authority of those responsible for conducting assessment and certification.

3. PRINCIPLES

Just Electrical Training will:

- Ensure all employees and students know and follow this Policy
- Deal with allegations of student academic misconduct through the Managing Student Behaviour and Discipline Policy and Procedure
- Deal with allegations of employee academic misconduct/malpractice through the Employee Disciplinary Policy and Procedure

- Teach students what plagiarism and collusion are, during induction or at the start of each course
- Teach students how to avoid plagiarism, for example citation, referencing etc.
- Require teachers to design out opportunities for plagiarism
- Ensure employees make clear the extent to which students can collaborate on assessed work

4. SCOPE AND LIMITATIONS

This Policy is for use outside public examinations, where the examining boards' own procedures will apply. It includes college-assessed work which contributes towards external examination marks.

The policy applies to all formative and summative assessments both internal and external and describes procedures to ensure the integrity of the assessment process and satisfactory academic progress.

The policy applies to all students and employees at the College including sub-contractors.

The individuals who are most likely to be involved in academic misconduct/malpractice include:

- Students
- Teachers, trainers, assessors, or other employees responsible for the conduct, administration or the quality assurance of examinations and assessments
- Assessment team members, such as examiners, assessors, moderators or internal and external quality assurers/verifiers
- Sub-contractors
- Other third parties, i.e. parents/guardians, family members, friends of the student

"Academic" seeks to define the scope of the policy as it relates to the delivery and assessment of the curriculum. It is intended to include vocational course and assessed programmes including all vocationally relevant qualifications, Diplomas, NVQs and professional qualifications.

5. IMPLEMENTATION ARRANGEMENTS

All cases of suspected academic misconduct/malpractice will be recorded and analysed by the Quality Team to identify specific areas for improvement.

Students will be informed about academic misconduct including plagiarism through the student handbook, induction and the tutorial process.

Employees will be informed through their induction and the relevant awarding body guidelines.

6. MONITORING AND REVIEW

The Directors will maintain an overview of the effectiveness of this policy. Just Electrical Training will review this policy annually and/or in line with any changes to awarding body requirements.

7. RELATED DOCUMENTS

- Managing Student Behaviour and Discipline Policy
- Student Assessment Policy
- Copyright Policy
- IT Security Policy
- Information Technology Student Acceptable Use Policy
- Employee Disciplinary Policy and Procedure

PROCEDURE

Suspected Academic Misconduct by Students

Where a serious case* of suspected student academic misconduct is identified by an employee, the directors must be notified immediately and must submit the details of the case at the earliest opportunity will inform the relevant awarding body via a written report. *examples of serious cases are provided in the guidelines within this policy

The initial investigation will be undertaken by the IQA. Where a moderate or serious case is suspected the area directors should be consulted.

In regard to the student, the Managing Student Behaviour and Discipline Policy and Procedure will be followed.

Suspected Academic Misconduct/Malpractice by Employees

In the first instance the Quality Nominee must notify the appropriate awarding body about the suspected misconduct/malpractice.

The Quality Nominee will then be responsible for investigating the suspected academic misconduct/malpractice and will submit a written report with supporting evidence to the appropriate awarding body. In some cases, the awarding body may deem the concern as serious and become involved in the investigation stages. In such cases the awarding body may either conduct their own investigation or require the College to conduct it on their behalf and to their requirements.

Any investigation conducted by the Just Electrical Training will follow the College's procedures outlined in the Employee Disciplinary Policy and Procedure. On conclusion of the investigation the College will take a view on how to proceed in line with the Employee Disciplinary Policy and Procedure.

Suspected Academic Misconduct/Malpractice discovered by the Awarding Body

If academic misconduct/malpractice is discovered or has been reported, the awarding body will give the centre details of the alleged malpractice and will either conduct their own investigation or require the College to conduct it on their behalf and to their requirements. The directors and all relevant personnel will provide the required support for the awarding body investigation and will submit a written report.

On conclusion of the investigation by the Awarding Body Just Electrical Training will take a view on how to proceed in line with the Employee Disciplinary Policy and Procedure.

GUIDELINES

STUDENT ACADEMIC MISCONDUCT

Just Electrical Training seeks to avoid an excessive number of rules and regulations by encouraging students to be self-disciplined and to be respectful of the needs of others. To enable the College community to function properly, however, some basic rules will apply.

Plagiarism is the presentation of someone else's work, words, images, ideas, opinions or discoveries, whether published or not, as one's own, or alternatively appropriating the artwork, images or computer-generated work of others, without properly acknowledging the source, with or without their permission.

Plagiarism by students can occur in examinations but is most likely to occur outside of this, i.e. coursework, assignments, portfolios, essays and dissertations.

Examples of plagiarism in such a context would include:

- Directly copying from written physical, pictorial or written material, without crediting the source
- Paraphrasing someone else's work, without crediting the source

Examples of other forms of academic misconduct (such as cheating, collusion and attempting to obtain an unfair academic advantage) would include:

- Getting someone else to produce part or all of the work submitted
- Colluding with one or more student(s) to produce a piece of work and submitting it individually as one's own
- Copying the work of another student, with or without their permission
- Knowingly allowing another student to copy one's own work
- Resubmitting one's own previously graded work
- Using forbidden notes or books in producing work or tests
- Fabrication of results (including experiments, research, interviews, observations)
- Any form of impersonation
- Falsification, fabrication or alteration of results, certificates or assessment evidence
- Failure to follow Awarding Body regulations or the instructions or advice of assessors, supervisors or invigilators
- Misuse of assessment or examination material
- Taking unauthorised material into assessment rooms
- Obtaining, receiving, exchanging or passing on assessment-related information during assessment sessions
- Behaviour that disrupts the integrity of assessment
- Any form of cheating to gain an unfair advantage
- Deliberate destruction of another person's work

- Unauthorised co-operation between a student and another person, in or outside of College, in the preparation and production of work that is eventually submitted by one or both students as the outcome of his or her individual efforts

Examples of minor cases could include a student:

- Receiving undue help in good faith because instructions have been misunderstood
- Copying a couple of sentences or using someone else's diagrams
- Copying small amounts of text from books without direct acknowledgement, but which does not make a significant contribution to the overall work
- Downloading from the internet without acknowledgement, using another's disk or copying work from another's disk • Using another's artwork
- Not referencing work properly
- Failing to acknowledge the source of a small section of an assignment
- Infringing the policy when the assessed work does not contribute to final grade

Examples of moderate cases could include:

- Copying from books without acknowledgement which has the effect of making a significant contribution to the overall work
- Limited plagiarism from professional work (not course books)
- Limited copying of other candidate's work (hard copy or from a disk), or excessive help within one piece of work
- Limited downloading of information from the internet without acknowledgement/referencing
- The use of model answers downloaded from the internet without acknowledgement/referencing
- In the situation where the assessed work contributes to the final grade
- Repeated minor cases

Examples of serious cases could include:

- Extensive copying of textbooks in one piece of work or limited copying in two or more pieces of work which makes a significant contribution to the work/s
- Extensive plagiarism of professional works (more than 100 words) • Buying, selling or stealing work
- Repeated evidence of extensive use of information from the internet without acknowledgement
- Using model internet answers
- Using past candidate's work from previous years
- Undue help from outside of the centre
- Repeated moderate cases

Awarding bodies may impose penalties and/or sanctions on students where incidents (or attempted incidents) of academic misconduct have been proven.

Employee academic misconduct/malpractice may be classified as follows:

1. Non-compliance, for example:

- Failure to follow Awarding Body regulations
- Failure to adhere to awarding body administrative procedures
- Failure to deal with issues identified by Awarding Bodies
- Misuse of the conditions for special student requirements such that the support has the potential to influence the outcome of the assessment

2. Maladministration, for examples:

- Failure to keep assessment papers or mark schemes secure prior to assessment • Failure to maintain appropriate records and documents • Failure to keep student computer files secure

3. Professional Misconduct, for example:

- Deliberate falsification of records, certificates etc. for example by alteration, substitution or fraud • Fraudulent certificate claims, for example, claiming for a certificate prior to the student completing all the requirements of assessment
- Allowing evidence, known by the employee not to be the student's own, to be included in a student's assignment/task/portfolio/coursework
- Alteration of the Awarding Body's mark schemes or assessment and grading criteria
- Helping students to complete assessments
- Giving students access to test papers, supplying answers etc
- Giving information on formal assessment outcomes before the official release of such information by the Awarding Body
- Producing falsified witness statements, for example for evidence the learner has not generated

A failure by a centre to investigate allegations of suspected malpractice in accordance with the requirements of the awarding body also constitutes malpractice.

Awarding bodies may impose penalties and/or sanctions on centres where incidents (or attempted incidents) of academic misconduct/malpractice have been proven.

Preventative Action

To prevent the occurrence of academic misconduct, employees should:

- Inform students clearly of the policy on academic integrity and honesty and of any guidelines on academic misconduct, recording the date/s and occasion/s for future reference
- Include statements on academic misconduct in college policies, the student handbook and each syllabus, ensuring consistency throughout the college
- Make students aware of the penalties for academic misconduct at the earliest stage of the course

ACADEMIC MISCONDUCT AND MALPRACTICE



- Provide students with guidance on the format of formal acknowledgement of source of material • Inform students, in writing if possible, of the extent to which they can collaborate in coursework. Refer to the notes in the guidelines from the awarding bodies as to what is, and is not, allowed when collaborating
- Be aware that most students are very computer literate and can scan test and surf the web for model essays, etc., with ease. Ensure adequate access controls are in place and that students are adequately supervised when using computers (especially when networked) to prevent learners from copying or printing out other people's work as part of their own
- Devise procedures for assessing work in such a way that plagiarism, cheating and collusion are more detectable. This might include – ensuring that coursework assessment is supported by unseen and supervised work under test conditions, changing assignment topics yearly, on at least a three-yearly cycle; making less use of generic assignments in favour of tailored assignments; getting to know the style of learner's writing/submissions, early on in the course, comparing subsequent work to initial assessment tests. Ideally, mark/assess a class group's coursework on a single occasion, to enhance the likelihood of the assessor spotting plagiarised passages, use software such as Turn-It-In to reveal any work that may be plagiarised by students.