YOUR LOGO

Plagiarism & Cheating Policy

DATE:

Version:

Author(s)

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| **Name** | Title |
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Revision History

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| **Version** | **Revision Date** | **Revised By** | **Summary of Changes** |
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# Plagiarism & Cheating Policy

## Responsibility

Responsibility for the operation of this policy lies with the [RESPONSIBLE CENTRE PERSON TITLE]. Any breaches of this policy will be notified to the [CENTRE/COMPANY NAME DIRECTORS AND/OR PRINCIPLES]. The [CENTRE/COMPANY NAME DIRECTORS AND/OR PRINCIPLES] will decide on the actions required to remedy the situation, together with considering actions to be taken to mitigate the risk of further breaches of the policy.

## Definition of Plagiarism

* 1. Using information from published sources (for example books, magazines, the internet) as the basis for a submission for assessment may be necessary to demonstrate knowledge and understanding in some cases. However, care should be taken to always reference the source of the information.
	2. Unreferenced copying from published work or from the work of other people in any form constitutes plagiarism and is considered to be an offence by NLP Qualifications Ltd (NLPQ), the regulatory authorities and other awarding organisations. Plagiarism puts a Learner’s qualification completion in jeopardy.

## Definition of Cheating

* 1. Cheating is an attempt to deceive assessors, examiners and/or EQAs and includes:
		1. using books, notes, instruments, computer files or other materials or aids that are not permitted within an examination or test environment
		2. assisting or communicating information from one learner to another in an assessment where this is not allowed
		3. copying or reading from the work of another learner or from another learner's books, notes, files or other, unless expressly permitted
		4. offering a bribe of any kind to an invigilator, examiner or other person connected with assessment
		5. providing or receiving information about the content of an assessment or examination before it takes place, except when allowed (e.g. case study materials issued before an examination)
		6. impersonating or trying to impersonate a learner, or attempting to procure a third party to impersonate oneself
		7. any attempt to tamper with assignment or examination scripts after they have been submitted by learners
		8. fabricating or falsifying data or results by individual learners or groups of learners
	2. Cheating is considered to be an offence by NLPQ, the regulatory authorities, and awarding organisations. Cheating puts a learner’s qualification completion in jeopardy.

## Process

* 1. [CENTRE/COMPANY NAME] have their own plagiarism and cheating policy and explain to learners what plagiarism is and how it will be dealt with.
	2. [CENTRE/COMPANY NAME] will explain to learners how to reference and acknowledge someone else’s work.
	3. [CENTRE/COMPANY NAME] will appoint an appropriate person to investigate any incidents of plagiarism or cheating. This includes notifying the learner that plagiarism or cheating is suspected, keeping the learner updated on progress regarding the investigation, informing them of the outcome and explaining their right to appeal.
	4. Sanctions for minor incidents of plagiarism or cheating will be the responsibility of [CENTRE/COMPANY NAME] and could include requiring the learner to redo an assignment and, on resubmission, awarding a minimum pass mark.
	5. If the outcome of the investigation shows that plagiarism or cheating did occur, [CENTRE/COMPANY NAME] must decide whether it is a major incident – a determined and deliberate attempt by the learner to gain marks for an assignment without having done a substantial portion of the work themselves. If it is a major incident, NLPQ must be informed within 20 working days of the incident, giving details of the learner/s and clearly describing the plagiarism or cheating and the qualification, test/examination, assignment/s and qualification/s affected. The Centre should also provide an assessment of the impact the plagiarism or cheating could have had on the Learner(s) results.
	6. [CENTRE/COMPANY NAME] will keep records of all plagiarism and incidents of cheating, major or minor, and the action taken as a consequence.
	7. [CENTRE/COMPANY NAME] is aware that, where plagiarism or cheating has occurred, their Approval to continue to offer NLPQ qualifications may also be in jeopardy.
	8. Learners who are found to have tried to pass off other people’s work as their own will not be awarded qualification certification, or will have previously awarded certificates withdrawn.
	9. If an NLPQ EQA suspects a Learner of plagiarism or cheating, the work in question will be highlighted to [CENTRE/COMPANY NAME]. There will be a further investigation to determine the extent of the misdemeanour, including an investigation as to why [CENTRE/COMPANY NAME] had not picked up the alleged issue.

In the event of a major incident,

* 1. NLPQ will appoint an independent reviewer who will consult with relevant parties e.g. the Learner, Centre staff and EQAs. They may ask for additional evidence from people associated with the incident.
	2. The independent reviewer will review all relevant evidence and write a report on the outcome.
	3. [CENTRE/COMPANY NAME] will be notified of the outcome within 20 working days. Outcomes may include:
		1. adjusting the marks given for the assessment, test or examination
		2. requiring the learner to re-do one or more assignments and re-submit for assessment
		3. requiring the learner to re-sit the test or examination
		4. refusing to accept further test or examination entries for that learner
		5. withholding full certification
		6. withdrawing membership
		7. withholding certification, and withdrawing membership

## Appeals

A Centre or Learner can appeal against the sanctions imposed for plagiarism or cheating by following the Appeals Policy.

## Review

This policy is reviewed annually by the [RESPONSIBLE CENTRE PERSON TITLE]