



Plagiarism Policy

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Complaints
Sanctions
Holiday/Sickness Cover
The MD, CEO and Operations Director cover holiday/sickness and absenteeism for areas where the person is responsible for action/implementation of a task. The MD, CEO and Operations Director hold company wide experience to be able to carry out these tasks and hold no conflicts of interest.

AIM

- To ascertain definitions/interpretations of cheating and plagiarism
- To set out the rights and responsibilities of learners, assessors and centre staff in relation to cheating and plagiarism
- To set out procedures for handling suspected cheating and plagiarism
- Smart Awards will endeavour to inform assessors and learners of the appropriate material and requirements for qualifications to prevent plagiarism
- Any suspicion of plagiarism should be immediately reported to Smart Awards, an investigation will take place, the learner will be treated with respect and be allowed to give their own account of the suspected allegation of plagiarism

DEFINITION

6. Plagiarism as "The practice of taking someone else's work or ideas and passing them off as one's own
7. Plagiarism comprises of:
 - Submitting work that is not one's own, without indicating or recognising this (acknowledging your sources)
 - Copying word-for-word directly from a text
 - Paraphrasing the words from a text very closely
 - Using text downloaded from the internet
 - Have access to answers or assembled facts from another person or source
 - Copying or downloading figures, photographs, pictures or diagrams without acknowledging their sources
 - Copying from the notes or essays of a fellow learner
 - Copying from your own notes on a text, tutorial, video or lecture that contain direct quotations.
8. If plagiarism takes place It should be made clear to learners that they must address the issue within a specified timescale, and that they must agree to receive appropriate support to put things right. They should be informed that disciplinary action will be taken in future if plagiarism is sustained. Sustained plagiarism will be treated as deliberate.
9. Cheating is defined as to Act dishonestly or unfairly in order to gain an advantage.

IN THE EVENT OF PLAGIARISM

10. If an incident of plagiarism and/or cheating occurs the centre will investigate the allegation, the centre should consider all policies and procedures, they should be interpreted to maximise support to the person accused, taking into account their particular circumstances. A written record of the

circumstances, the decision and the reason for alternative or non-disciplinary action will be kept by the centre and reported to Smart Awards.

11. If, in the instance that a conclusion cannot be reached by the centre, the centre should inform Smart Awards to ensure that a fair and impartial investigation takes place. Either of the definitions quoted is considered by Smart Awards as malpractice within an assessment environment. All allegations will be dealt with in a considerate manner with the upmost integrity displayed to the accused.

12. Where Smart Awards regulations have been contravened, then a representative of Smart Awards will to be involved in the investigation.

13. A written report of the investigation and recommended actions and sanctions will be sent to all parties. The person at the centre of the investigation will be informed of the Appeals Procedure should the judgement be found against him/her.

Where Smart Awards regulations have been contravened, sanctions may be imposed on the future involvement of that person in assessments/test/examinations.

14. Learner

- Sanctions will be applied proportionate to the seriousness of the behaviour
- A learner may lose credit for the individual unit or for all units in the qualification
- A learner may be disqualified from completing the qualification
- A learner may be barred from submitting work or taking an examination towards the qualification for a period of time
- If either Plagiarism or cheating is proved Smart Awards reserves the right to withdraw that particular qualification from the learner.

15. Assessor

- Sanctions will be applied proportionate to the seriousness of the behaviour
- An Assessor may be withdrawn from assessing for Smart Awards
- An Assessor may be barred from assessing that qualification in the future

16. Centre staff

- Sanctions will be applied proportionate to the seriousness of the behaviour
- Centre may be barred from dealing with the qualification in the future
- Centre may be barred from dealing with all qualifications in the future
- Centre may be served with warning of a sanction being levied against the centre

REVIEW OF THIS POLICY

17. This policy is reviewed and revised annually in response to feedback, changes in legislation and guidance from the regulators, SQA Accreditation or Ofqual.

PROCESS FOR RAISING A PLAGIARISM CONCERN

Process Step Description	Process	Person Responsibility	Organisation Responsibility
Notification concern to Centre	Process	Centre Manager	Centre
Centre to investigate concern	Process	Centre Manager	Centre
If concern cannot be resolved by centre, then raise with Smart Awards	Process	Centre Manager	Centre
Investigate concern	Process	Standards and Compliance Officer	Smart Awards
Add to risk log	Process	MD	
Outcome	Decision	MD- holds responsibility and experience to make decisions and measured risks	Smart Awards
Action	Decision	MD- holds responsibility and experience to make decisions and measured risks	Smart Awards
Report to regulators if required	Process	MD	Smart Awards
Communicate outcome to centre	Process	MD	Smart Awards
Lessons learned	Process	MD	Smart Awards
Keep under review on risk register	Process	Board	Smart Awards
Stop	End	MD	Smart Awards