



# Plagiarisum Policy

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## POLICY STATEMENT

1. This document outlines the policy for dealing with plagiarism when delivering or undertaking a Smart Awards End Point Assessments (EPA).
2. It is the Policy of Smart Awards that apprentices who are found to have committed plagiarism may be liable to actions as outlined in this document. It will also be the policy of Smart Awards after investigation to suspend the apprentice from further EPA assessment activity.

## SCOPE

3. To ascertain definitions/interpretations of cheating and plagiarism
4. To set out the rights and responsibilities of apprentices in relation to cheating and plagiarism
5. To set out procedures for handling suspected cheating and plagiarism
6. To ensure any suspicion of plagiarism should be immediately reported to Smart Awards, an investigation will take place, the apprentice will be treated with respect and be allowed to give their own account of the suspected allegation of plagiarism

## OFQUAL GENERAL CONDITIONS

7. A8.2: Where any such malpractice or maladministration is suspected by an awarding organisation or alleged by any other person, and where there are reasonable grounds for that suspicion or allegation, the awarding organisation must – (a) so far as possible, establish whether or not the malpractice or maladministration has occurred, and (b) promptly take all reasonable steps to prevent any Adverse Effect to which it may give rise and, where any such Adverse Effect occurs, mitigate it as far as possible and correct it.

## SQA ACCREDITATION PRINCIPLES

8. Principle 10. The awarding body shall ensure that it has the necessary arrangements and resources for the effective delivery; assessment and quality assurance of SQA accredited qualifications.

## RESPONSIBILITY

9. This policy is for end point assessments offered by Smart Awards. This policy is for employers and training providers and apprentices accessing Smart Awards end point assessments and related services and all those involved with the delivery and quality assurance of Smart Awards end point assessments. Smart Awards has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. Smart Awards has the day-to-day responsibility for implementing this policy and for monitoring its use and effectiveness and dealing with any queries on its interpretation.

R

Responsibilities

The person who actually carries out the process or task. The person is responsible for action/implementation.  
Responsibilities can be shared

A	Accountabilities	The person who is ultimately accountable for the process or task being completed and who has the authority to make decisions, yes or no authority and veto power. Responsible person (s) is accountable to this person. Only one A can be assigned to a task											
C	Consulted	The person to be consulted prior to a final decision or action (two-way communication). People who are not directly involved with carrying out the task but are consulted with.											
I	Informed	Anyone whose work depends on the process or task and who has to be updated about the progress after a decision or action has been taken (one-way communication).											
POLICY		BOARD	CEO	MD	OPS DIRECTOR	QUALITY PORTFOLIO MANAGER	STANDARDS COMPLIANCE OFFICER	QUAL ADMIN OFFICER	IT CONSULT	FINANCE AUDITOR	EQA	NOPS BOARD	EMPLOYER TRAINING PROVIDER
Plagiarism		A	R	R	R	R	R	C	I	I	R	C	R
ASSOCIATED POLICIES													
Appeals													
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.													

## POLICY DEFINITION

10. Plagiarism as "The practice of taking someone else's work or ideas and passing them off as one's own

11. 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 apprentice
- Copying from your own notes on a text, tutorial, video or lecture that contain direct quotations.

12. If plagiarism takes place It should be made clear to apprentices 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 action will be taken in future if plagiarism is sustained. Sustained plagiarism will be treated as deliberate.

13. Cheating is defined as to Act dishonestly or unfairly in order to gain an advantage.

- In the event of Plagiarism
- If an incident of plagiarism and/or cheating occurs Smart Awards will investigate the allegation, the assessor/training provider should consider all policies and procedures, they should be interpreted to maximise support to the apprentice accused, taking into account their particular circumstances. A written record of the circumstances, the decision and the reason for alternative action will be reported to Smart Awards.

14. If, in the instance that a conclusion cannot be reached by the assessor/training provider the assessor 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.
15. Where Smart Awards regulations have been contravened, then a representative of Smart Awards will be involved in the investigation.
16. A written report of the investigation and recommended actions will be sent to all parties. The apprentice will be informed of the Appeals Procedure should the judgement be found against him/her.
17. Where a judgement has been found against an apprentice, the apprentice:
- May lose credit for the apprenticeship
  - May be disqualified from completing the end point assessment
  - May be barred from submitting work toward achieving the end point assessment
  - If either Plagiarism or cheating is proved, Smart Awards reserves the right to withdraw the work submitted

## MONITORING

18. Smart Awards will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and procedures will be subject to regular audits to provide assurance that they are effective in dealing with appeals.

## REVIEW OF THIS POLICY

19. 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 employer/ Training provider	Process	Employer/ Training provider Manager	Employer/ Training provider
Employer/ Training provider to investigate concern	Process	Employer/ Training provider Manager	Employer/ Training provider
If concern cannot be resolved by employer/ training provider, then raise with Smart Awards	Process	Employer/ Training provider Manager	Employer/ Training provider
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 employer/ training provider	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