



PLAGIARISM POLICY



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1. SCOPE

1.1. This document outlines the policy for dealing with plagiarism when delivering or undertaking a Smart Awards qualification.

1.2. It is the Policy of Smart Awards that learners, assessors or centres 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 learners, assessors or centres from further assessment activity.

2. OFQUAL GENERAL CONDITIONS

2.1.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.

3. SQA ACCREDITATION PRINCIPLES

3.1. 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 Accreditation qualifications.

4. RESPONSIBILITIES

4.1. This policy is for qualifications offered by Smart Awards. This policy is for centres and learners accessing Smart Awards qualifications and related services and all those involved with the delivery and quality assurance of Smart Awards qualifications. 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.

5. 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.

6. DEFINITION

6.1. Plagiarism as “The practice of taking someone else’s work or ideas and passing them off as one’s own

6.2. 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.

6.3. 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.

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

7. IN THE EVENT OF PLAGIARISM

7.1. 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.

7.2. 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.

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

7.4. 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.

7.5. Learner

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

7.6. Assessor

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- g. An Assessor may be withdrawn from assessing for Smart Awards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

7.8. Centre staff

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

8. REVIEW OF THIS POLICY

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