



Plagiarism/Malpractice Policy & Procedure

Our Commitments

As an organisation that certifies learning and achievement, CPA is committed to ensuring the credibility of the qualifications we deliver, along with upholding our responsibilities to learners, employers, and our awarding organisations. Plagiarism amounts to falsification of work, and cheating will not be tolerated.

Objectives

The aim of the policy is to ensure all staff understand what constitutes plagiarism, how to avoid it, and how to deal with cases when they arise.

Scope

This policy covers all certificated learners on courses with us.

Key Contacts

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Definitions

Plagiarism occurs when an author attempts to present as original existing or unacknowledged materials or ideas from another person, source or (in the case of self-plagiarism) their own work (Plagiarism.org). It is acknowledged that plagiarism isn't always intentional as it may be as a result of learner misunderstanding rather than direct intention.

Examples of plagiarism include:

- Buying a paper from an internet source and submitting it as your own
- Getting someone else to do the work for you
- Giving false information about the source of information used in work
- Copying sections of work from a friend
- Copying/ pasting information from textbooks/ the internet without citing the source
- Omitting quotation marks from quotations
- Incorrect referencing



Responsibility

CPA are committed to ensuring all its learner facing staff have been trained in how to prevent and detect plagiarism

Learners:

- Should not let others see their coursework as this can amount to collusion
- Should ensure coursework is written in their own words unless quoting a reference
- Understand that using essay banks, essay writing services and sharing work on social networking sites is not acceptable
- Understand that when they sign coursework to authenticate it, they are confirming that this is their own work
- should consult a plagiarism guide if unclear.

Tutors/Assessors:

- Should ensure the learner is aware of the plagiarism policy
- Should inform the learner that if plagiarism is confirmed this may result in disqualification from the affected unit/ whole qualification
- Encourage awareness and use of the plagiarism guides
- Use available technology to check for suspected plagiarism
- Be aware of the risks to data protection of using plagiarisms checkers
- Deal with any plagiarism appropriately.

Process for Dealing with Plagiarism:

- a) If the tutor suspects plagiarism they should initially discuss their concerns with the learner and seek to verify the learner's understanding of plagiarism, and that the learner can demonstrate that this incident does not constitute plagiarism. If appropriate, further evidence/ resubmission should be requested to show their competence/ knowledge in the area identified. This issue should then be discussed with the Curriculum Manager who will sample the learner's work and report to the quality team.
- b) If the tutor suspects plagiarism that has not been identified by the curriculum manager the coursework is referred, and the process outlined in 'a' is repeated by the quality team. If appropriate more training will take place with the tutor. This issue should then be discussed with the quality team and curriculum manager who will make a decision on the next course of action.
- c) The quality team will record and monitor plagiarism issues
- d) If appropriate the learner disciplinary procedure will be followed, and the Awarding Organisation will be informed where appropriate of any incident of malpractice.
- e) If the learner disagrees with a decision made by either the tutor or quality team, they can follow the appeals procedure.

Associated Policies

Social Media Policy (P&P 006)

Complaint's Procedure (P&P 019)

Data Protection & GDPR (P&P 009)

Learner Disciplinary Procedure (P&P 018)