



**LIGHTHOUSE**  
FUTURES TRUST

## **Malpractice and Plagiarism Policy**

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**Member of staff Reviewing Policy: Head of Internships**

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# **LIGHTHOUSE FUTURES TRUST**

## **Malpractice & Plagiarism Policy**

*Lighthouse Futures Trust may be referred to in full or as LFT, the charity or the College.*

### **1. Introduction and Objectives**

- 1.1 The College has a commitment to the highest standards of quality, honesty, openness and accountability and does not tolerate actions (or attempted actions) of malpractice or plagiarism by learners or staff. There is therefore no scope for compromising the reputation of the qualifications and curriculum of the professional/awarding bodies and/or that of the College.
- 1.2 The College is committed to investigate all cases of failure to abide by its regulations. Where cases of suspected malpractice or plagiarism are proven, the College is fully committed to taking appropriate action, including applying punitive measures and reporting of suspected malpractice in order to maintain the integrity of all qualifications.
- 1.3 This policy provides guidelines as to how LFT will deal with any instances of malpractice (including plagiarism). The Trust will ensure that all teaching staff and interns are familiar with the policy and understand the guidance and potential implications of not abiding by the rules. This will be made clear during induction, will be detailed in the learner agreement and will be part of regular updates to students during the year.

### **2 Control**

- 2.1 This Policy is controlled by the Board of Trustees who reserve the right to alter its provisions. It will be reviewed every 3 years.
- 2.2 The implementation of the policy is delegated on a day-to-day basis to the CEO and Senior Leadership team.

### **3 Definitions**

- 3.1 Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment certification. These procedures relate to malpractice in any assessment and certification context and set out the rights and responsibilities with regard to malpractice of learners and staff of the College.
- 3.2 Plagiarism is the notion that a student takes someone else's intellectual effort and presents it as their own. The Joint Council for Qualifications (JCQ) defines plagiarism as: "The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own." In other words, it is a form of cheating and if proven will be the person will be subjected to the College's Student Disciplinary Procedure.

## 4 Malpractice

4.1 For the purposes of these procedures, malpractice is defined as any deliberate action, neglect or other practice that compromises, or could compromise:

- the assessment process
- the integrity of a regulated qualification
- the validity of a result or certificate
- the reputation and credibility of the awarding body
- the qualification or the wider qualifications community

4.2 College malpractice can include:

- Inadequately secured materials (Exam storage, marking guidance, learner evidence, assessment and IQA records).
- Misuse of assessments, inappropriate adjustments, improper assistance, and manufacturing evidence of competence, fabricating assessment or internal verification records.
- Deliberate falsification of records in order to claim certificates

Examples of College malpractice can include:

- Failing to keep assessment mark schemes secure
- Alteration of assessment mark scheme
- Alteration of an awarding bodies assessment and grading criteria
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves staff producing work for the learner
- Use of falsified witness statements, for example for evidence the learner has not generated
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework
- Misusing the conditions for special learner requirements, for example where learners are permitted support, this is permissible up to the point where the support has the potential to influence the outcome of the assessment failing to keep learner computer files secure
- Falsifying records/certificates, for example by alteration or substitution
- Failing to keep assessment/examination/test papers secure prior to the assessment /examination/test
- Obtaining unauthorised access to assessment /examination/test material prior to an assessment/examination/test.
- Interfering with coursework/scripts after collection and before dispatch to awarding body/moderator

4.3 Learner/Student Malpractice - in assessment can occur in:

- The compilation of portfolios
- The presentation of practical work
- The preparation and authentication of evidence

- Conduct during an internal or external assessment

Examples of learner/student malpractice can include:

- Plagiarism of any nature (see below)
- Falsification of assessment evidence or results
- Collusion by working collaboratively with other students to produce work that is submitted as individual work and/or copying someone else's work and submitting it as though it were their own. Both students would be open to a charge of academic malpractice. However, students should not be discouraged from teamwork, as this is an important skill.
- Copying from another candidate (including the use of ICT to assist copying), or allowing work to be copied
- Deliberate destruction of another's work
- False declaration of authenticity in relation to the contents of a portfolio or coursework
- Impersonation: pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment, test or examination
- Failure to abide by instructions or advice given by an assessor, supervisor, invigilator, or Awarding Body conditions in relation to an assessment, test or examination.
- Introduction and/or use of unauthorised material or instruments in the examination room or assessment session, e.g. study guides, notes, mobile phones, tablets or other similar electronic devices.
- Disruptive, offensive or in appropriate behaviour.
- Misuse or attempted misuse of examination/assessment material.

The College retains at its discretion to identify further areas of malpractice beyond the areas identified above.

## **5 Plagiarism**

- 5.1 Plagiarism may involve the unattributed use of another person's work, ideas, opinions, theory, facts, statistics, graphs, models, paintings, performance, computer code, drawings, quotations of another person's actual spoken or written words, or paraphrases of another person's spoken or written words
- 5.2 The Trust has an obligation to its interns, employers, and society in general to ensure that the qualifications its interns receive are a fair and accurate representation of their work, and of the knowledge and skills attained. Plagiarism and other forms of cheating undermine the value of qualifications for all concerned because they undermine their credibility. If an intern passes an assessment, or gets a qualification, by unfair means then this is not fair to those who have achieved the same qualification fairly. In addition interns who succeed in achieving their qualifications having knowingly submitting plagiarised work risk being poorly prepared for their careers.

- 5.3 If left unchecked plagiarism can be a serious threat to the integrity of learning programmes and, accordingly, could negatively impact on the reputation of the College.
- 5.4 Plagiarism covers both direct copying and copying or paraphrasing with only minor adjustments:
- a direct quotation from a text must be indicated by the use of quotation marks and the source of the quote (title, author, page number and date of publication);
  - a paraphrased summary must be indicated by attribution of the author, date and source of the material including page numbers for the section(s) which have been summarised.
- 5.5 All students must be aware of how to cite any work that is not their own using the Harvard Referencing System. They need to clearly identify the sources of information used (e.g. books, articles, interviews, reports, internet sites or government publications). All must be properly referenced both in a reference list/bibliography but also by properly identifying in the body of the work by using citations and/or quotations. Detailed guidance will be provided where relevant where required.
- 5.6 Double counting: Interns are not permitted to re-present any assessment already submitted for one module as if for the first-time assessment in another module. Double counting of assessed work is not normally allowed. If submitting work previously included in another assessment the intern should attribute the section of text from the earlier work. This may be taken into account by the markers.

## **6 Identification**

- 6.1 The College will use the Code of Conduct Policies and Procedures with students where incidents (or attempted incidents) of malpractice and/or plagiarism have been proven. Where assessment malpractice is proven by awarding authorities/bodies may also impose penalties or sanctions. The College will use the disciplinary procedure with staff of the College where incidents (or attempted incidents) of malpractice have been proven. Where assessment malpractice is proven by awarding authorities/bodies may also impose penalties or sanctions.
- 6.2 Malpractice may be identified:
- At course and unit level when marking relevant work
  - At centre level through on-going quality assurance activity and monitoring e.g. internal verification activity.
  - At centre level through intelligence, complaints or feedback received e.g. from centre staff, learners etc.
  - Through scheduled quality assurance activity and monitoring e.g. external verification/moderation activity
  - Through internal examinations sampling.
  - Through intelligence, complaints or feedback received e.g. from learners, centre staff, whistle blowers or other stakeholders.
  - Through information from other organisations e.g. other awarding bodies, sector skills councils or funding agencies etc.
  - At regulator level through intelligence, complaints or feedback received.

- 6.3 Job Coaches will be trained as to how to identify plagiarism using review of work and personal interviews to help determine the authenticity of submitted work. This approach will be made clear to students through course induction and handbooks to deter them from deliberately making plagiarised submissions.

## 7 Implementation

- 7.1 The College will inform its students of its procedures on assessment malpractice and plagiarism during induction and through handbooks.

- Students will be shown the appropriate formats to record cited texts and other materials or information sources including websites.
- College staff should include assessment procedures which reduce the opportunity for malpractice.
- vLearners should be asked to declare that their work is their own when submitting assessments.
- Incidents of learner assessment malpractice should be reported to the Head of Internships.
- Incidents of staff assessment malpractice should be reported to the Head of Internships and the CEO.
- When a case of alleged assessment malpractice has been reported the incident should be investigated using the appropriate disciplinary procedure.

### 7.2 Reporting Malpractice

- The College accepts the responsibility to report any suspicion of malpractice to the link institutions and/or professional body and will facilitate investigation of the alleged irregularities.
- When dealing with an incident of suspected Malpractice the College will :
  - ensure staff leading the investigation are independent of the staff, students, learners being investigated.
  - inform those who are suspected of malpractice that they are entitled to know the necessary details of the case and possible outcomes.
- In all cases, it will notify the regulatory authorities/awarding bodies/institutions once malpractice has been proven. In certain cases, it will notify the regulatory authorities/awarding bodies/institutions if malpractice is suspected, if this initial notification is required.
- The College will also indicate the proposed action and an estimated timescale for the investigation to the regulatory authorities of the link institutions/professional bodies maintain confidentiality of the relevant materials and will ensure that they are kept secure and not disclosed to any third parties.

### 7.3 Reporting Suspected Student Malpractice

- In all cases where a student is suspected of malpractice during an examination or assessment, he/she will first be warned by the invigilator that his/her actions are in breach of regulations and therefore might constitute malpractice. The student will also be informed that the invigilator is obliged to report the incident.
- The student has the right to provide a statement explaining his/her conduct that will be included in the invigilator's written report but is not obliged to provide this before leaving the assessment venue. In such cases, the invigilator will note this in the report.

- In cases where a student is discovered to be in possession of any unauthorised materials during an examination/assessment, the invigilator will confiscate the materials, with a record the time and point within the script at which the discovery was made, along with a list of the confiscated materials which the student will be asked to sign to confirm its accuracy. Students will be allowed to continue working for the remainder of the assessment without prejudice to the final outcome.
- In cases where the assessment invigilator suspects that students may have been communicating/collaborating, the invigilator will note on each suspected student's assessment script the time and point within the script at which the discovery was made.
- Any written evidence relevant to the incident, e.g. confiscated materials, statements from other individuals involved, must accompany the report.

#### 7.4 Reporting Plagiarism

- Job Coaches that suspect any interns work, which is not examination-based and is plagiarised should deal directly with the issue. If an intern repeatedly offends the issue should be reported to the Head of Internships. They will see the intern and make them fully aware of the penalties imposed by the exam board and monitor the intern's work. If the plagiarism still continues the Awarding Body should be further informed.

#### 7.5 Suspected Malpractice by venue/invigilators

- Suspected cases of malpractice by a staff member or invigilator may be reported by students, other assessment venue staff, other assessment invigilators or a member of the public.
- Information should be submitted to the Line Manager and Examinations Office. Information should include location, date, title and time of the assessment. In addition where applicable the student's name and his/her student number plus the name of the member of staff in question should also be supplied

