



Plagiarism, Collusion and Cheating Policy

March 2019



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1. Aim

The aim of the Plagiarism, Collusion and Cheating Policy is to reduce the number of incidents occurring that have an adverse effect on centre risk ratings. As a consequence, the management of malpractice and or maladministration investigations should also reduce.

The policy provides VTCT and centre staff with a basic understanding giving some common examples of plagiarism, collusion and cheating. By increasing an overall understanding VTCT believe that all staff involved in the delivery of training and assessment will use this knowledge to ensure their learners know what actions they may have taken would be considered and managed as examples of plagiarism, collusion or cheating.

This enhanced understanding provides an opportunity to increase the level of protection provided to staff supporting the delivery and to the registered learners taking VTCT qualifications.

Given this increased level of support, the risk to the learner will be reduced as the learner will understand what is not considered to be an acceptable practice. As a result, the learner will not unwittingly increase the risk of being withdrawn from the qualification they are taking, or prevented from taking qualifications at the training centre of choice due to contravention of the policy.

2. Scope

This policy applies to all staff and registered learners involved in the delivery or taking of a VTCT qualification or unit.

3. Plagiarism

Can be described as using someone else's work and changing words but retaining the structure and meaning without acknowledging the source or ownership of the originator of the work.

During verification visits to approved centre, the VTCT External Quality Assurer checks to identify and report examples of plagiarism. An example is that the verifiers will sample learner portfolios. VTCT also have assessment controls in place to identify examples of plagiarism. An example is that markers will find examples when marking examination papers.

There are many reasons why plagiarism occurs but often the reason is simply because the learner did not realise that the method of gathering and preparing their evidence was not an acceptable practice. Another common reason is poor planning that results in pressure for a learner to complete work when time is at a premium.

Therefore the purpose of this section is to provide examples of what constitutes plagiarism and centres should ensure that their staff and learners have access to this policy and this supports our preventative approach to reducing unintended breaches of plagiarism that had in the past been due to a lack of understanding.

Learners will generally know what method, activity or approach to research is considered to be plagiarism, however, there are examples where plagiarism is less obvious to the learner.

It is assumed that most learners will know when they are cheating and a list of common examples is below:

- getting somebody else to do the work for the learner
- giving false information about a source used
- copying information from the internet

The following list provides some less obvious examples:

- copying all or some of another person's work
- getting a friend or family member to help often including dictation of responses
- copying and pasting from the internet
- copying either word for word or extracts from a text without providing a reference to the source
- copying from another learners portfolio with or without their consent
- borrowing or taking another learner's work

4. Collusion

Collusion is considered to be a type of plagiarism if two or more people knowingly and with planned intent work together and submit work that is not solely theirs.

- two or more learners sharing information leading to the production and submission of the work by both learners
- passing off the work of another learner with their consent
- a learner knowingly provides an opportunity for other learners to see their work, an example could be to reveal to the learner sitting next to another learner during the taking of an examination

5. Cheating

Cheating is the planned intention to pass off work of others, claiming it to be their own. Centres must ensure that adequate safeguards are in place to prevent staff from assisting learners to improve achievement during the taking of examinations. Centres are encouraged to ensure that safeguards are in place to protect staff against any accusation from others that could lead to an adverse effect. For example, a learner claims that the invigilator provide some answers and this is why the learner failed the examination. If another person is present the invigilator will have some protection against potential claims of unfairness by the learner(s).

Examples include

- having access to examination prior to the examination taking place
- assessors, tutors and or invigilators helping learners when preparing and submitting information for assessment and or marking
- impersonating another learner with the purpose of giving an unfair advantage



- encouraging or accepting help from others
- copying or reading another person's work
- accessing a mobile phone during the taking of an examination



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v1	Quality and Processing Manager	01/10/2016	New Document	Quality and Processing Manager
v2	Quality and Processing Manager	19/04/2017	Updated with new branding	Quality and Processing Supervisor
v3	Quality and Processing Manager	12/02/2018	Formatted and updated to new branding	Product Designer (Qualifications)
V4	Assessment Manager	05/03/2019	Formatted and updated to new branding	Compliance Manager

Document Review

Role	Review Status
Quality and Processing Manager	Initial peer review

Document Owner

Document Owner	Document shared with
Assessment Manager	Head of Quality

Document Sign-off

Role	Sign-off Date
Executive Director of Awarding	14/02/2018