



GURU GOBIND SINGH KHALSA COLLEGE

**BTEC MALPRACTICE AND PLAGIARISM
POLICY & PROCEDURES
20120-2021**

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The aim of this policy is to have strategies and procedures in place protect the integrity of this centre and BTEC qualifications, through preventing malpractice and plagiarism.

Introduction

Assessment malpractice and academic misconduct including plagiarism is primarily dishonest and unfair. Assessment malpractice includes any action by staff or learners that has the potential to undermine the integrity and validity of the qualification and the assessment of learners' work.

Definitions

The Joint Council for Qualifications (JCQ) defines plagiarism as being:

“The failure to acknowledge sources properly and/or the submission of another person's work as if it were the candidate's own.”

Pearson include the following as forms of plagiarism:

- copying from another learner or copying from books or the internet
- paraphrasing
- subcontracting the work to someone else
- submitting the same piece of work for two different purposes

Malpractice by *learners* includes but is not limited to plagiarism, collusion, fabrication of results or evidence and false declaration of authenticity. Learners who commit plagiarism are seeking an unfair advantage over other learners and devalue the qualification they study towards.

Malpractice by *staff* includes, but is not limited to, improper assistance of learners, changing marks without sufficient evidence or justification, failure to keep learner assessments secure, fraudulent claims for certificates and allowing evidence to be included in coursework which is known not to be the learner's work.

Why plagiarism can occur:

The reasons why learners plagiarise are varied, but among them are:

- The learner's lack of awareness of the regulations;
- The learner's failure to allow sufficient time to produce work;
- The greater pressures on the learners to succeed;
- The greater availability of information on the internet and ease with which this can be copied.

Preventing Malpractice and Plagiarism:

We seek to avoid potential malpractice by informing learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice. This will take place every September, during the learner's induction. A student handbook is also given to all students at the start of the course.

The Head of Centre (Mr Toor), Examinations Officer (Mrs Dodwal), Programme Leaders (Venkatesh Chandrasekaran [Applied Science] and Gurinderjit Sidhu [IT]), as well as all BTEC teachers and assessors will all be present at the induction. If a learner joins one of the BTEC courses late, then they will be informed of this when they enrol, by the Quality Nominee and Programme Leader.

Role of the teacher/assessor

Subject teachers will seek to design assignment briefs and processes that help to reduce assessment malpractice and plagiarism. Subject teachers are to reinforce this policy, not only when inducting students into college but also at regular points thereafter as appropriate.

Academic staff will take reasonable steps to monitor student work carefully for assessment malpractice and plagiarism. Detection methods could include, but are not limited to, standardisation of marked work, comparing student work, checking work for unfamiliar words and grammar, a change in the quality of work produced, identification of unreferenced familiar text and using Turnitin to check work.

Assessors MUST ask students to declare that their work is their own and check its validity and authenticity, for each assignment. In order to help with this the assessor must be familiar with the policy on malpractice and during the learner induction period go through all relevant information from the relevant BTEC staff handbook which is given out at the start of the academic year.

Teachers must make sure that the work that learners produce is their own. The use of the work of any other person, source or organisation needs to be accredited.

This can be done by:

- A reference footnote
- A sources statement
- A bibliography

Training & Support

Assessors, Internal Verifiers, Standards Verifiers and Lead Internal Verifiers will receive annual training and guidance to support the prevention and identification of assessment malpractice and plagiarism and how to deal with any incidents identified.

Staff teaching on BTEC courses will also follow robust quality assurance processes including Internal Verification, audited record keeping, tracking and certification claims in order to minimise and identify any malpractice.

We will also ensure appropriate study skills training, information and support is available for all students to prevent incidents of assessment malpractice and plagiarism. This includes showing learners the appropriate format to record cited texts and other materials or information sources.

Procedure for dealing with suspected malpractice and/or plagiarism (before declaration of authenticity signed)

Students are required to provide a signed and dated authenticity statement with every BTEC assignment brief to acknowledge that the work produced is their own and that they understand the penalties that will be imposed on students who do submit plagiarised work.

Students must be fully aware that if they falsely sign the declaration we are obliged to report any deliberate or proved malpractice to the examination board to Edexcel/Pearson.

In the event of acts of malpractice and plagiarism being suspected:

Teachers must report malpractice in the first case to the programme leader who should then investigate the case with the Quality Nominee (Miss Sidhu) and/or Deputy Head (Mrs Dodwal) responsible for Vocational Learning.

The programme leader and examinations officer will undertake a thorough investigation; speaking first to the learner(s) involved in order to seek clarification and in respect of plagiarism regarding how they believe they sourced the material, assessment material, etc.

If students have not signed the declaration sheet then the programme leader may advise the teacher to reject the work. The student may then be allowed to re-attempt the work with a different assignment and scenario with a specified timeframe. If the student is found a second time to have plagiarised work, the student will have to attend a meeting with the BTEC review board to explain their actions. The teacher/assessor should also attend the review board.

The review board, in consultation with the teacher, will then decide one of two options for the student:

- Refer the student directly to Edexcel or
- They may be asked to re-do the assignment in controlled conditions for a third and final time. In this circumstance the work will be capped at a Pass, with no opportunity to improve that grade.

Proven Plagiarism

In cases where plagiarism has been proved (and depending upon the seriousness of the offence) for a first time offender, the student will be interviewed by the Deputy Head, given a verbal warning and reminded of the Assessment Malpractice and Plagiarism Policy.

Details of the meeting will be recorded on the college disciplinary system. The student's work will be withdrawn scoring no marks and the student will be given an opportunity to amend the work and resubmit the piece of work within an agreed time-frame.

BTEC rules will be applied and students will *not* be given the opportunity of a further resubmission or retake. In cases where there is a further breach of the policy, or where a first time breach is of serious magnitude the learner's parent(s) or guardian(s) will be informed and invited to attend a hearing with the programme leader and head of centre.

Once again, the student's work will then be withdrawn scoring no marks and the student will be given an opportunity to amend the work and resubmit the piece of work within an agreed time-frame.

In cases whereby either there is a second or further offence, or the first time breach is of serious magnitude, the college may contact the appropriate examination board.

Awarding bodies have at their disposal a range of sanctions that they may wish to invoke:

- the student being withdrawn from one or all of their current examination series.
- the piece of work being awarded zero marks.
- student being barred from being entered for the qualification for a specified period. In cases where staff malpractice is identified they will be subject to the staff disciplinary policy.

Procedure for dealing with suspected malpractice and/or plagiarism (after declaration of authenticity signed)

Students are required to provide a signed and dated authenticity statement with every BTEC assignment brief to acknowledge that the work produced is their own and that they understand the penalties that will be imposed on students who do submit plagiarised work.

Assessors must not accept work which is not the learners own. If plagiarism is discovered prior to the signing of a declaration of authentication the incident need not be reported to the awarding body, but should be dealt with in accordance with the centre's own procedures. (see above)

If plagiarism is detected by the centre and the declaration of authentication has been signed, the case must be reported to the Awarding Body. The procedure is detailed in *Guidance for Dealing with Instances of Suspected Malpractice in Examinations*; this document is published by JCQ.

The Awarding Body will then consider the case and, if necessary, impose a sanction in line with the penalties given in the document *Guidance for Dealing with Instances of Suspected Malpractice in Examinations*. The sanctions applied to a candidate committing plagiarism range from a warning regarding future conduct to the candidate being barred from entering for one or more examinations for a set period of time.

Centre/Teacher Malpractice

Malpractice by BTEC teachers at Guru Gobind Singh Khalsa College is unacceptable and any instance will be investigated by the Head Teacher, or Deputy Head, who is expected to supervise an investigation into an incident or a suspected incident of malpractice. The Quality Nominee is required to inform centre staff suspected of malpractice of their rights and responsibilities. If the Quality Nominee is suspected of malpractice, the Deputy Head will inform the QN of her rights.

Edexcel can withhold issuing certificates/results while an investigation into malpractice is in progress. Depending on the outcome, certificates/results of students on their course can be released or withheld.

In order to ensure that the centre does not find itself in this situation, here are some examples of assessor malpractice:

- Where centre produces work for the learner
- Producing falsified witness statements for evidence the learner has not completed
- Allowing evidence, which is known by the assessor not to be the student's own, to be included in a student's assignment
- Failing to keep student work secure
- Falsifying records/certificates
- Fraudulent certificate claims, that is, claiming for a certificate prior to completion of work by a student
- Alteration of Edexcel's assessment and grading criteria

This is not an exhaustive list and if you have any further questions or concerns about malpractice then please do not hesitate to ask the Quality nominee or Deputy Head teacher responsible for vocational learning.

Appeals

The learner has the right to appeal the decision. Circumstances will be investigated by the Head of Centre and/or trust. Appeals must be made within 10 working day of the decision being given in writing to the learner. See Appeals policy for more details.

Signed:

A handwritten signature in black ink, appearing to read 'A. Toor'. The signature is stylized with a large 'A' and a 'T' that has a long, sweeping tail.

Mr A Toor

(Head of Centre)

Appendix A:

Documents relating to malpractice and assessment policies

Dear Parent/Carer

RE: Plagiarism of BTEC Assignment

As you know, your son/daughter must complete written assignments for their BTEC course. In accordance with national and exam board standards, when the student submits work they must sign a declaration that the work is their own.

If for any reason, your son/daughter's teacher believes that she/he has attempted to submit work that is not his/her own. For example, using work directly from the internet, a study guide or from an older sibling, the teacher cannot verify the coursework as the work of the student. In accordance with the national and exam board standards, we are then duty bound to inform the exam board that this has taken place and we will conduct an investigation. In some cases the student will be disqualified from the course.

Only if the student can demonstrate that they were not deliberately breaking the rules may this result in the student being allowed to repeat or re-submit the work.

Obviously, this scenario must be avoided at all costs. Unfortunately, your daughter/son has had a piece of work rejected due to suspected plagiarism. The assignment must be completely redone until the teacher is satisfied that it is solely the work of your son/daughter. Your son/daughter has until _____ to complete this work.

Should you have any concerns, please contact me.

Yours faithfully

Quality Nominee

Appendix B:

Reporting of Malpractice to Edexcel/Pearson

Centre No: _____ Candidate Name: _____

Candidate DOB: _____ Registration No: _____

Programme Details:

Title: _____ No: _____

Details of plagiarism:

List of evidence to be included:

Details of person making the report

Name: _____

Designation: _____

Date: _____