



Plagiarism, Cheating and Collusion

OVERVIEW

Plagiarism, cheating and collusion are all forms of dishonesty that apply to assessment and exams.

Plagiarism is taking someone else's work and content and presenting it as your own. This can be published or unpublished work. Published work includes books, articles and materials found on the internet. Unpublished work could be course notes, a piece of work previously submitted by another learner or work copied from a colleague or family member. Learners are required to present their own work to demonstrate knowledge and understanding.

Collusion may have taken place if two or more learners use content which they have not created themselves. In some circumstances learners may work together on projects; however for assessment learners must write their assignments individually. Any shared materials within the project must be acknowledged in order to avoid plagiarism and where possible content should be created independently to avoid this occurring.

Cheating is an attempt to deceive the assessors, examiners and or external verifiers.

Examples are:

- Providing or receiving information about the content of an examination before it takes place.
- Centres giving excessive help to learners in writing an assignment, or writing any of it for them
- Impersonating or trying to impersonate an learner or attempting to procure a third party to impersonate oneself
- Learners using books, notes, instrument, computer files or other materials or aids that are not permitted – (usually relevant only to examinations and online tests)
- Assistance or the communication of information by one learner to another in an assessment where this is not permitted – (usually relevant only to examinations and online tests)
- Copying or reading from the work of another or from another learner's books, notes, instruments, computer files or other materials or aids
- Offering a bribe of any kind to an invigilator, examiner or other person connected with assessment
- Any attempt to tamper with assignment or examination scripts after they have been submitted by learners
- Fabricating or falsifying data or results by individual learners or groups of learners. Due to the nature of cheating, this mainly applies to examinations and online tests.

REPORTING PROCEDURE

Anybody identifying cases of suspected or actual plagiarism, cheating or collusion should report them to the centre manager. The centre manager will acknowledge receipt and respond in writing to the person identifying the issue and the people involved within 3 days. The centre manager will then investigate in accordance with the steps below. If an investigation finds evidence of plagiarism, cheating or collusion, Summit will take steps to ensure that the learners' interests are protected as far as reasonably practicable. This may involve learners being re-assessed.

THE INVESTIGATION PROCESS

The investigation may involve:

A request for further information

Interviews with people involved in the investigation

Informing the relevant awarding body

Summit will make informed decisions based on the evidence

Summit will protect the identity of a whistleblower where possible

Summit will share information with external parties as necessary

LEARNER SANCTIONS

Where an investigation confirms that plagiarism, cheating or collusion has taken place, Summit may impose one or more of the following sanctions on the learner. Please note this list is not exhaustive.

Disallowing all or part of the learner's assessment evidence

Not issuing the learner's certificate

Not accepting any further registrations from the learner

Disqualification from the training course

Reporting the incident to the relevant awarding body

No refunds for fees will be paid

APPEAL

1. A learner has the right to appeal if they do not agree with the outcome; a written letter or email should be sent to Summit detailing reasons why they disagree with the outcome and requires further investigation. At this stage a fee of £90 is payable within 7 working days. This fee is non-refundable
2. The appeal will then be delegated to a Summit Conciliation Panel for their comments and a response will be issued within 10 working days of the receipt of payment.