



Learner Misconduct and Plagiarism Policy 2023

Policy Promotion and Engagement

All staff working for eVolve your future Ltd are required to read our policy documents and sign to confirm that they have done so.

EYF policies are reviewed annually unless there is a legislative or ethical reason for change to policy during the year. All colleagues are provided with an update document detailing any changes that have occurred following the last review. Each review is dated and version controlled. These changes are discussed in Team meetings with all staff and the understanding of these updates is also confirmed by a signature sheet.

Policies are in place to ensure that the company and its staff are compliant with statutory legislation, partner regulations and the company specific requirements.

All relevant Policies can be accessed from the eVolve your future website, found at:

www.evolveyourfuture.co.uk

Learners are made aware of the availability of these policies when they are signed up to our courses.

Policies are available to partners on request.

1. Purpose and Scope

- This policy and procedure defines the steps that staff or associates of 'eVolve your future Ltd., should take to report and take actions for either actual or suspected learner misconduct through plagiarism.
- The policy is also aimed at informing learners and apprentices of their responsibilities in producing and submitting academic work.
- This policy identifies and minimises the risk of learner misconduct through plagiarism to protect the integrity of eVolve your future Ltd, their prime contractors and the qualifications delivered by the centre, by responding to any allegations promptly and objectively.
- The policy reflects the processes described by the Joint Council for Qualifications (JCQ), which are also used in public examinations. In public examinations the policy will be extended by the examining board's own procedures. This policy includes eVolve your future Ltd., assessed and verified work which might contribute towards marks or results for vocational programmes such as Work-based Learning or Community Based Activity
- Staff, learners and apprentices of eVolve your future Ltd, must read and understand the policy and procedures and its implications. The policy will be reproduced in induction literature so that learners and apprentices are aware of its existence.

2. Definitions and terminology

2.1 'Plagiarism' is defined as:

- Submitting or presentation of someone else's published or unpublished work, in whole or in part, as one's own work without fully referencing the author.
- Submitting another person's written work as one's own original work.
- Using someone else's ideas without fully referencing of the source of information.
- Using pictures or images without permission or referencing of the source.

2.2 'Academic Collusion' is defined as:

- Getting someone else to produce part or all of the work submitted.
- Colluding with one or more other learners to produce a piece of work and submitting it individually as one's own.
- Knowingly allowing another learner to copy one's own work,
- The word 'academic' is related to any work produced for an academic course delivered and assessed by eVolve your future Ltd, incorporating examinations, controlled assessments, non-controlled assessments, vocationally assessed programmes, technical qualifications, and professional qualifications

2.3 'Academic Dishonesty' is defined as:

- The use or possession of unauthorised material during an examination or controlled assessment.
- Obtaining help with answers to examination questions from someone else with or without their consent.
- Deliberate falsification of evidence.
- Impersonating someone else in an examination or controlled assessment.
- Bribery, which is buying or paying for academic work to submit as one's own.
- Fraudulent use of electronic or web based materials for work submitted.

3. Conditions of the Policy

3.1 All learners and apprentices must:

- Be made aware of Plagiarism, Academic Collusion and Academic Dishonesty with the consequences and penalties for attempts or actual incidences of learner malpractice at their induction and with the issue of assessment briefs.
- The assessor and/or trainer is responsible for ensuring the learner signs to acknowledge their understanding of the academic misconduct above and should go through the 'Learners Responsibilities' and 'Expectations of Learners' section (below).

3.2 The Assessor and/or trainer must:

- Ensure the learner receives guidance on the format of formal acknowledgement of source material at the start of their learning journey.
- Ensure that submitted work must represent the learner's own work and the learner must sign a written declaration that their evidence is 'authentic' (see 'expectation of learners' section).
- Must ensure assessment decisions are based upon gauging the authenticity, validity and consistency of the learner's own work, signing their work to confirm this.
- Introduce processes for assessing work in ways that reduce and identify learner misconduct and plagiarism. Processes may include:
- Ensure periods of supervised sessions during which knowledge evidence for assignments are produced by the learner.
- Use of practical or competence-based assessments taken via observation with one or more learners.
- Use oral questions to ascertain their knowledge and understanding of skills, concepts and application connected to their work or qualification.

- Ensure that they use 1:1 review meetings with learners and apprentices, getting to know them through more informal dialogue.
- Request hand-written assessments occasionally
- Use Google as search-engine to source selected phrases that may be considered not within the learners and apprentices usual abilities.

3.3 The learner's responsibility to understand:

The following are considered dishonest and regarded as unacceptable by eVolve your future Ltd:

- Taking someone else's work, images or ideas and passing them off as your own. This is known as 'Plagiarism'.
- Accessing someone else's work that is stored as digital material, copying or pasting in whole or in part and passing it off as your own. This is also 'Plagiarism'.
- Cheating, that is acting unfairly to gain an advantage or dishonestly taking another's work or ideas. Even cheating with the other person's consent is dishonest. This is both 'Plagiarism', 'Collusion' (colluding with someone is consulting with them) and 'Academic Dishonesty'.
- Secretly agreeing with others to cheat or deceive. This is also 'Collusion'.
- Working with other learners and apprentices to collectively produce work as one's own, beyond requests of training/assessing staff to work together. This is 'Collusion' and 'Academic dishonesty', leading to 'Plagiarism'.

If you are suspected or discovered to have done any of the things above, eVolve your future Ltd, will investigate and may take disciplinary action against you. This will involve raising the 'Code of Conduct Procedures'.

3.4 Expectations of learners and apprentices:

- You will only hand in your own original work, declaring to say it is your own.
- When you use information provided by someone else, you will acknowledge so by referencing their name and details of the information as guided by your tutor and/or assessor.
- You will never use another person's digital storage as if it is your own work or copy from someone else's digital storage.
- You will never let other learners access, use or copy from your work to pass it off as their own.
- You will expect that all cases of suspected academic misconduct to be fully investigated by eVolve your future Ltd., using the Code of Conduct procedures. If proved, you can expect eVolve your future Ltd to take action against you which may mean risking your qualification and training opportunity.
- You will expect that cases of suspected academic misconduct will be reported to the Awarding Body or Examining Board (whichever is applicable) as per their own policy and procedures that eVolve your future Ltd will adhere to.
- The member of staff who is responsible for your qualification (assessor, tutor/trainer), will decide how serious the case first appears and will consult with senior colleagues if a moderate or serious case is suspected. The findings will be recorded in writing throughout the investigation so that you know about the case you must answer to.

4. Procedures for Staff (such as tutors, assessors, including associates) when Learner Misconduct and Plagiarism is suspected:

- Staff must investigate allegations or suspected cases of learner misconduct and plagiarism as soon as they are knowledgeable of the circumstances. They will need to keep a written record of their findings with dates throughout and these will need to be shared with the Internal Quality Assurer as part of the referral to Awarding Organisation process.
- The work and/or materials in question will need to be re-assessed and inspected asking for a second staff members opinion if necessary. A copy of the work given to the learner. The staff member will retain the original piece.
- The learner may be refused to have the piece of work marked/ assessed and asked to submit new evidence or re-take a new assignment/ exam or module.
- If the staff member finds successive cases of academic dishonesty, collusion or plagiarised work and therefore learner misconduct, the staff member will raise the Code of Conduct policy and report the case to senior staff at eVolve your future Ltd., for disciplinary proceedings to take effect and the relevant authorities to be informed.
- Staff are responsible for keeping written findings of the case secure and within the learner's files. Proven allegations of learner misconduct and plagiarism will be also kept on their file.
- The learner's right to appeal will still apply.

Policy Review

This policy is reviewed at least annually by eVolve your future's Managing Director, Kay Brockall.

Date of latest review: December 2022

Signed:

A handwritten signature in blue ink, appearing to read 'K. Brockall', with a long horizontal flourish underneath.

This policy is next due for review December 2023.