Plagiarism and Malpractice Policy

1   Purpose

1.1   To ensure compliance with the Joint Qualifications Committee (JCQ) and Awarding Organisation requirements.

1.2   To provide a framework which supports the integrity of the college's delivery of qualifications.

1.3   To give students, staff, parents, and other key stakeholders an understanding of what the college means by the term malpractice and what constitutes malpractice.

1.4   To safeguard that assessment carried out at Exeter College is a fair and accurate representation of a student's work, and of the knowledge and skills attained.

1.5   To support those who wish to identify or report malpractice concerns and the appropriate channels through which to make those reports.

1.6   To safeguard students and staff against possible instances of malpractice.

2   Definitions

As per the Joint Qualifications Committee 'Suspected Malpractice Policies and Procedure', we understand the following to mean:

2.1   An awarding organisation is any external body which has the authority to award accreditation for a course of learning.

2.2   'Malpractice' and 'Maladministration' are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or an assessment. The policy and procedure uses the word 'Malpractice' to cover both 'malpractice' and 'maladministration' and it means any act, default or practice which is a breach of the JCQ Regulations or which is:

- A breach of regulations; and/or
- A breach of awarding body requirements regarding how a qualification should be delivered; and/or
- A failure to follow established procedures in relation to a qualification;

Which:

- Gives rise to prejudice to candidates; and/or
- compromises public confidence in qualifications; and/or
- compromises, attempts to compromise, or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding organisation or centre or any officer, employee or agent of any awarding organisation or centre

2.3   Plagiarism is to copy another person's ideas, words or work and pretend that they are one's own.

2.4   Examples of plagiarism are:

- The verbatim copying of another's work without proper acknowledgement
- The close paraphrasing of another's work without proper referencing
- Translating a source from a foreign language into English without appropriate referencing
- The deliberate and detailed presentation of another person's ideas as one's own
- Downloading off the internet and collating without acknowledgement
- Copying class notes and hand-outs provided by teachers directly into essays
- Copying or paraphrasing another student's work
- Re-submission of work previously submitted for another assignment

2.5   Learner Malpractice is any falsification/ fabrication/ deceit in the production of any information within work being assessed. Malpractice includes maladministration and instances of non-compliance with the regulations. Examples of learner malpractice are:

- The use of unauthorised materials during an examination
- Obtaining assistance with or answers to examination questions from another person with or without their knowledge
- Impersonation of a student in an examination
- Deliberate falsification to evidence/ data
- Using unauthorised aids in examinations
- Fraudulent use (or purchase) of electronic materials
- Bribery or collusion

2.6   Artificial Intelligence (AI) use in assessment refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. The range of AI tools and their capabilities are likely to expand during the lifetime of this policy, however what remains integral to this policy is that the misuse of AI tools in relation to qualifications assessments constitutes malpractice.

3 Policy

3.1   This policy covers all qualifications delivered by Exeter College, excepting those Higher Education qualifications which are delivered in partnership or franchise with a HEI and thereby adhere to the policies and procedures of that organisation.

3.2   Exeter College is committed to the detection of plagiarism, malpractice, and maladministration, to taking appropriate measures when it is detected, and to the implementation of preventative measures. We recognise we play an instrumental role in ensuring the integrity of qualifications and delivery of assessments. This commitment includes:

- Providing timely and effective communication to our centre staff about the delivery of assessments, ensuring they understand key dates and deadlines
- Central communications from our Exams Office to teaching staff about the delivery of assessment and examinations in accordance with JCQ documents and awarding body guidance
- Have robust procedures in place to train and support examination officers
- Offer support and training to teaching staff on plagiarism and malpractice
- Informing learners about the requirements for conducting their examinations and assessments in accordance with JCQ guidance
- Promoting an ethos of fairness
- Promoting effective assessment design and assessment practice
- Ensuring learners are properly instructed in what constitutes fair practice and appropriate referencing
- Taking disciplinary action as appropriate
- Informing the relevant awarding organisations of suspected malpractice or maladministration
- Working closely together with relevant awarding organisations in cases where malpractice or maladministration has been detected and reported

3.3   Since the advent of digital technologies and the Internet copying has become very easy. The objectives of this policy are to give quality assurance in assessment procedures, both with regards to internal and external assessments.

3.4   In the instance that an allegation of malpractice constitutes whistleblowing, the college's 'Whistleblowing Policy', JCQ guidance and Ofqual regulations should be referred to and enacted, as appropriate.

Colleagues within the college wishing to report cases of suspected malpractice are asked to therefore refer to Exeter College's 'Whistleblowing Policy' for the relevant procedure.

3.5 All internally assessed student work will be checked and assessed by the relevant member of teaching staff in accordance with the guidelines determined by the relevant awarding organisation for that qualification. Candidates completing coursework or non-examination assessments are made aware of the need for the work to be their own through the relevant curriculum teams. Where appropriate and available to the teaching team, internally assessed work may also be passed through a digital plagiarism checker (such as Turnitin).

4 Implementation

4.1 Types of malpractice could include but would not be limited to:

4.1.1 Any act which breaks the confidentiality of question papers or materials, and their electronic equivalents, or the confidentiality of candidates' scripts or their electronic equivalents

4.1.2 Any act of dishonesty in relation to an examination or assessment e.g.

- inventing or changing marks for internally assessment components where there is no actual evidence of the candidates' achievement to justify the marks awarded
- manufacturing evidence of competence against national standards
- fabricating assessment and/or internal verification records or authentication statements
- entering fictitious candidates for examinations or assessments, or otherwise subverting the assessment or certification process with the intention of financial gain
- substituting one candidate's-controlled assessment, coursework, or non-examination assessment for another's
- providing misleading or inaccurate information to an awarding organisation, candidate and/or parents

4.1.3 Any act where assistance is given beyond that permitted by the specification or regulation to a candidate or group of candidates, which results in a potential or actual advantage in an examination or assessment e.g.

- assisting candidate in the production or controlled assessment, coursework, non-examination assessments or portfolios, beyond that permitted by the regulations
- sharing or lending candidates'-controlled assessments, coursework, or non-examination assessments with other candidates in a way which allows malpractice to take place.
- permitting candidate in an examination to access prohibited materials (dictionaries, calculators etc.)
- prompting candidate in an examination/assessment by means of signs, or verbal or written prompts
- assisting candidates granted the use of a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader, or a scribe beyond that permitted by the regulations

4.1.4 Failure to co-operate with an investigation

4.1.5 Maladministration
- Failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or malpractice in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results, and certificate claim forms etc.
- Failing to adhere to awarding organisation key dated and deadlines relating to the delivery of examinations and assessments

4.1.6 Candidate malpractice e.g.

- The alteration or falsification of any results document, including certificates
- A breach of the instructions or advice of any invigilator, supervisor, or the awarding organisation in relation to the examination or assessment rules and regulations
- The unauthorised use of alternative electronic devices or technology during remote assessment and remote invigilation
- Accessing the internet, online materials or AI tools during remote assessment and remote invigilation, where this is not permitted
- Working collaboratively with others beyond what is permitted (collusion)
- Copying from another candidate, including the use of technology to aid the copying
- Allowing work to be copied (e.g., posting work on social networking sites prior to an examination/assessment)
- The deliberate destruction of another candidate's work
- Disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- Failing to report to the centre the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online
- Exchanging, obtaining, receiving, passing on information (or attempt to) which could be assessed related by means of talking, electronic, written, or non-verbal communication
- Making a false declaration of authenticity
- Allowing others to assist in the production of controlled assessments, coursework, non-examination assessments, examination responses or assisting others
- Misuse or attempted misuse of examination and assessment materials and resources (e.g., exemplar materials)
- Being in possession of unauthorised confidential information about an examination or assessment
- Brining into the examination room notes in the from format or inappropriately annotated texts
- The inclusion of offensive comments, obscenities, or drawings; discriminatory language, remarks or drawings directed at an individual or groups
- Pretending to be someone else, arranging for another person to take one's place in an examination or an assessment
- Plagiarism
- Theft or another's work
- Being in possession of unauthorised material during an examination or assessment (whether used or not)
- Unauthorised use of a memory stick or similar device where a candidate uses a word processor
- Facilitating malpractice on the part of other candidates
- Behaving in a manner so as to undermine the integrity of the examination.
- Misuse of AI tools including:
  - Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
  - Copying or paraphrasing whole responses of AI-generated content
  - Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation, or calculations
  - Failing to acknowledge use of AI tools when they have been used as a source of information
  - Incomplete or poor acknowledgement of AI tools
  - Submitting work with intentionally incomplete or misleading reference or bibliographies

4.2 Exeter College will adhere to JCQ and other Awarding Organisation requirements. Where suspected malpractice affects an individual learner, or group of learners, the college will also use our internal college 'Support and Conduct' procedures to form part of the potential disciplinary outcomes, in addition to those required of the centre by JCQ and Ofqual. Where suspected malpractice impacts a member of staff or curriculum team, this will be dealt with in accordance with the college's 'Disciplinary Policy and Procedure' and be supported by the People Team, in addition to the actions required by JCQ and Ofqual. The outcomes of either the invocation of Support and Conduct Process (learner

malpractice) or Disciplinary Policy and Procedure (staff malpractice) will depend on the outcomes of the required investigations following the identification of suspected malpractice.

4.3   It is the responsibility of all learners of Exeter College to ensure they avoid candidate malpractice as set out under point 4.1.6.

4.4   It is the responsibility of all teaching staff of Exeter College to
- Ensure they avoid malpractice as set out under points 4.1.1 – 4.1.5
- Stress to learners the unethical nature of plagiarism;
- Make clear to learners the College's policy on plagiarism and the consequences if they fail to comply;
- Ensure that learners have the knowledge and skills required to enable them to reference correctly;
- Authenticate the submission of the student work as required;
- To bring any malpractice or maladministration to the attention of the Head of Faculty and Head of Centre for further investigation

4.5   It is the responsibility the relevant business support staff of Exeter College to

- Support teachers and tutors in their efforts to develop appropriate attitudes and practices in learners and generate and facilitate discussion around plagiarism and related issues;
- Ensure that this policy and associated documents and training materials are accessible to all learners via the portal;
- Support the implementation of relevant technologies to enable teachers and tutors to conduct the appropriate plagiarism checks.

4.6   It is the responsibility of the Exams Office to:
- Ensure that all candidates undertaking examinations and assessments are informed in writing about the required conditions under which the assessments are conducted, including warnings about the prohibited materials and devices into assessments.
- Deliver training to staff invigilating and conducting examinations and assessments to ensure they are appropriately supported, trained and resourced
- Communicate key information to staff involved in the delivery of assessments and examinations to ensure they understand the key dates and deadlines, including the required procedures to ensure these deadlines are met.
- To ensure that the full range of exam arrangements, including management of examinations at alternative sites, oversight of exam clashes and exam access arrangements, are implemented in accordance with JCQ regulations.
- Support teaching staff, support staff and the Head of Centre with any concerns or allegations of potential malpractice so these can be escalated and dealt with appropriately and in a timely manner.

4.7   It is the responsibility of the Head of Centre to
- Ensure that if it is necessary to delegate the gathering of information to a senior member of centre staff, the awarding organisation's agreement is obtained, and the senior member of staff chosen is independent and not connected to the faculty or candidate involved in the suspected malpractice.
- Ensure there is no conflict of interest which might compromise the investigation.
- Notify the appropriate awarding organization immediately of all alleged, suspected, or actual incidents of malpractice.
- Be accountable for ensuring that all staff always comply with the awarding organization's instructions regarding investigations.

- Ensure that where a candidate who is a vulnerable adult is the subject of a malpractice investigation, the candidate's parent/carer/appropriate adult is kept informed of the progress of the investigation.
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice.
- Make information requested by an awarding organization available speedily and openly.
- Ensure that staff and candidates are informed of their individual responsibilities and rights as set out by JCQ.
- At all times comply with the UK GDPR.
- Pass on to the individuals concerned any warnings or notifications of sanctions and ensure compliance with any requests made by the awarding organization as a result of a malpractice case.

5 Associated Documentation

- [Assessment Policy](#)
- Associated University regulations and procedures
- Awarding Organisation regulations and guidance
- Teaching Excellence Guidelines
- [JCQ Suspected Malpractice Guidance](#)
- [IBO Academic Integrity Guidance](#)
- [JCQ Appeals Guidance](#)

6 Monitoring, Review and Evaluation

6.1 The implementation of the assessment policy is monitored through the course review process and Quality Assurance & Moderation reports.

6.2 Monitoring, review, and evaluation of this policy occurs through the self-assessment process.

6.3 The Committee of the Board undertakes the monitoring of this policy for Quality and Standards.

6.4 The Academic Board has key responsibility for receiving, approving, and establishing this policy.

6.5 The Director of Teaching, Learning and Development will review this policy bi-annually, convening a working group if appropriate.

6.6 Copies of this policy and associated documents are available from the College portal and website. The definitive version of this policy is stored in the [College Leadership SharePoint Site](#)