CHEATING AND PLAGIARISM POLICY

Introduction

1. This is Sheldrake Training policy on Cheating and Plagiarism. As part of its Quality Assurance criteria, Sheldrake Training has guidelines in place for all members of staff to follow in line with the regulatory authorities' requirements.

2. You will make clear in your instructions/inductions to all candidates on commencement of programmes the implications of such behaviour and possible consequences of cheating and/or plagiarism.

Coverage of this policy

3. All students or candidates registered with Sheldrake Training are covered by this policy, whether on Educational, Professional Assessment or apprenticeship programmes. This policy is to be made available on the Sheldrake Training website, so it is accessible to all leaners, which are defined as:

a. Any persons registered or enrolled on a programme of study or assessment with the Sheldrake Training, which may or may not lead to an award or qualification.

Definitions – Cheating

4. Cheating is an attempt to deceive the examiners or assessment teams. It includes but is not limited to, situations when the candidate:

a. Communicates or attempts to communicate with a fellow candidate or individual who is neither an invigilator nor member of staff.

b. Copies or attempts to copy from a fellow candidate.

c. Attempts to introduce or consult during the examination or assessment process any unauthorised printed or written material, or electronic, calculating or information storage devices.

d. Impersonates or allows him or her to be impersonated.

Definition – Plagiarism

5. All assessed work including examinations, assignments and NVQ evidence, must be the candidate's own.

a. The passing-off of work of others, as the work of the candidate, is plagiarism. Any quotation from published or unpublished works of other persons including other candidates must be duly acknowledged.

b. Plagiarism occurs whenever a candidate for an award dishonestly presents as their own the results of another person, whatever the medium (text, written or electronic, computer programmes, data sets, visual images, whether still or moving).

6. What should you do if you suspect a candidate of cheating in an examination or assessment? If you suspect a candidate of cheating during an examination or assessment, you must comply with Sheldrake Training policy requirements for cheating. The procedure will normally consist of:

a. Allowing the student to continue with the particular examination or assessment in which malpractice is expected.

b. Request that the student remains behind at the end of the examination or assessment and conduct a preliminary interview. If it is clear that no offence has taken place, then no further action should be taken.

7. If malpractice is still suspected, confiscate any/all evidence, and report the incident in writing to Sheldrake Training.

8. Inform the learner you are referring the case to a higher authority.

9. If you suspect plagiarism, you must follow the rules and regulations laid down in this policy.

10. Report the incident to the XO or a member of SMT within the Sheldrake Training.

11. Implement the normal preliminary investigation, giving the learner a chance to respond and explain. If the explanation resolves the situation, no further action should be taken.

12. If there is a prima facie case of plagiarism, implement the policy of Sheldrake Training.

13. Report details of this case to the XO or member of SMT in writing, so that Sheldrake Training can initiate a full investigation.

14. Inform the learner(s) that you will be referring the matter to a higher authority.

15. Be aware of what action Sheldrake Training will take and inform the candidate/learner. Sheldrake Training will conduct a full and impartial investigation into the allegations and produce a written report on proceedings and findings. The report will include all documentation and other evidence considered by Sheldrake Training in the proceedings and a full record of interviews with the learner.

16. Sheldrake Training will decide whether existing marks for examinations or assessments and certification can stand. The report may be sent to external regulatory authorities for further consideration as appropriate.

17. Sheldrake Training will also pursue all cases of cheating and plagiarism as a complaint of professional misconduct on the part of the learner. This may be referred to military authorities if appropriate.

18. Sheldrake Training will implement all appropriate recommendations identified by the internal and external investigations and monitor effectiveness.

19. Sheldrake Training will inform the learner(s) of the decisions in writing.

20. This policy will be reviewed annual or in line with any new legislation.

Version Control	
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