UHL Apprenticeship and Development Centre
Plagiarism, Collusion and Cheating Policy

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Supporting Document(s)	• UHL Conduction Exams and Invigilation Policy and Guidelines(V1 November 2017) • UHL Malpractice and Maladminsteration Poicy and Guidelines (V1 November 2017) • ILM Plagiarism, Collusion and Cheating Policy and Guidance (V4 August 2017) • City and Guilds Managing Cases of Suspected Malpractice in Examinations and Assessments Guidance Notes (V5.6 February 2013) • Peason Centre Guidance for Dealing with Malpractice (V4 February 2016) • Pearson's BTEC Centre Guide to Managing Quality • JCQ General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments • Appeals Policy • Safe Learning Environment Charter https://www.england.nhs.uk/long-read/safe-learning-environment-charter/	

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Document Amendment and Review Log

December 2022	V3.3 Change of name and update point 4.1.2	21/12/22	JS
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1. Rationale

The University Hospitals of Leicester Apprenticeship and Development Centre is comitted to ensuring that work submitted by learners is their own and due acknowledgement and reference is given to other information sources used. Learners who are found to be plagiarising work, colluding and/or cheating will be reported to the awarding body (if applicable) and could potentially face removal from their programme of study.

2. Definitions

2.1 Definition of Plagiarism

2.1.1 Plagiarism is a specific form of cheating which applies to all assessments and/or examinations.

2.1.2 Plagiarsim can be defined as:
"Taking and using another's thoughts, writing, inventions and passing this off as one's own" (Edexcel, adapted from Centre Guide to Quality, 2008)
and / or
"The failure to acknowledge sources properly and/or the submission of another persons work as if it were the student's own" (Joint Council for Qualifications).

2.1.3 Plagarism can take place in a variety of different forms. Examples of plagarism could be:
- Copying some elses work word for word without putting the words/sentences/paragraphs in quotation marks and providing a clear citation/reference
- Copying the work of another learner, either past or present – with or without their knowledge or consent
- Extensive paraphrasing/summarising the work of another using their ideas without acknowledging the source
- Using diagrams, images or items from the course notes without acknowledging the source
- Collaborating with another learner and presenting the completed work as your own
- Submitting either in whole or in part work that has previously submitted for the course
- Buying or commissioning a piece of work or an essay and submitting it as your own

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2.2 Definitions of Collusion and Cheating

2.2.1 Collusion will have taken place where two or more learners use materials/content which they have not created themselves. It is recognised that some learners may work together on projects but assignments must be written up individually and reflect their own personal developmental journey. All shared materials must be acknowledged to avoid plagiarism and where possible the content should be developed independently.

2.2.2 Cheating is an attempt to deceive Centre staff, internal verifiers and /or awarding bodies.

2.2.3 Examples of Collusion and Cheating

- Presenting group work within assignments without acknowledge of the source
- Copying or reading from the work of another learner or from another learner's notes, books, computer files or other materials
- Submission of work purchased from a third party such as an essay writing service
- Obtaining or attempting to obtain secure assessment material
- Taking notes into an examination
- Offering a bribe of any kind to an invigilator, examiner or anyone connected with assessment
- Copying the answers of others during an examination

3.0 Information and support for learners

All staff overseeing internally or externally assessed work must make learners aware of the Centre Plagiarism Policy and Procedure, and Malpractice and Maladministration Procedure as part of the Centre learner induction. Learners who are required to write assignments with in-text citations and references will receive a study skills session that includes assignment writing skills and how to use the Harvard Referencing System correctly and consistently when referencing sources.

4.0 Artificial Intelligence (AI) and plagiarism

Artificial Intelligence can be described as technology that simulates human intelligence to complete tasks. AI-powered tools can perform different functions such as translating text, checking grammar, writing essays, analysing data, performing calculations, and solving complex problems. Examples of AI-powered tools include Google Translate, Grammarly,

ChatGPT and Wolfram Alpha. The Centre recognises that AI can be used effectively and legitimately to support learning, for example, to identify grammatical errors. However, an inappropriate use of AI could lead to plagiarism.

4.1   Guidance for staff

As AI is used increasingly in education, teaching staff need to be aware of the potential adverse impact it can have on academic integrity. They play a key role in ensuring their learners understand the following:

- What is and what is not an ethical use of AI.
- How AI can be used appropriately as a learning tool.
- The consequences of submitting AI-generated work as one's own.

Teaching staff are required to design a curriculum that develops learners' critical and creative thinking skills and employs a range of assessment methods to measure learner progress and achievement. This limits the opportunities for learners to present AI-generated work and provides a richer teaching and learning experience overall. AI-assisted plagiarism Learners must not submit AI-generated work for assessment in any format including text, visuals, and sound. This is a form of plagiarism as the work submitted is not the learner's own but that of other human authors that the AI-powered tool has appropriated without due acknowledgement

When marking assessments, teaching staff should check for characteristics that may indicate AI-assisted plagiarism. These include:

- US spelling
- Language pitched at a different level to that of the learner
- Verbose language that differs from the learner's usual style
- Inconsistent use of first- and third-person perspective
- Non sequiturs (illogical progression from one statement to the next)
- No referencing or references that cannot be verified
- A lack of direct quotation
- Generic detail that does not include specific examples relating to the learner's experience.

If a learner's work is identified as potentially containing AI-generated content, it is good practice in the first instance to give the learner an opportunity to discuss their findings to check understanding. If it is suspected that a learner has knowingly submitted work for assessment that is AI-generated, their case will be investigated in line with the procedure set out in this policy

Procedure for Identifying Plagiarism, Cheating and/or Collusion

2.1   Ways to identify Plagiarism

There are a number of different factors that can alert staff when checking learners work:
- Clear changes in font or font size within the work being submitted
- Changes in writing styles or use of language within the text
- Inclusion of elaborate sentences not usually associated with the level
- Changes in writing style from previously marked work.

2.2   Confirming Plagiarism

If plagiarism is suspected the next step is to try to locate the source. A variety of different methods can be used:
- Type a four to six word phrase from the text (preferably one with an unusual phrase in it) directly into a search engine such as Google and perform an "exact phrase search". If the article was copied it is likely to identify the source
- Look through the web-sites that learner's use, as these are common sources for essays and assignments
- If plagiarism is suspected, conducting a discussion with the learner may help the facilitator to assess whether the work is their own
- If an investigation is inconclusive the work in question could be removed and replaced by alternative work whose authenticity is not in doubt. Alternatively the learner could be given another piece of work to complete under controlled conditions in the Centre. This would provide a standard by which to judge the other work.

2.3   Any suspected incident must be reported to the Centre Education Manager who will undertake a thorough investigation: which will include speaking to the learner(s) involved in order to seek clarification on their behaviour/how they believe they sourced the material. On completing the investigations the Centre Education Manager is to notify the learner in writing of the outcome of investigation.

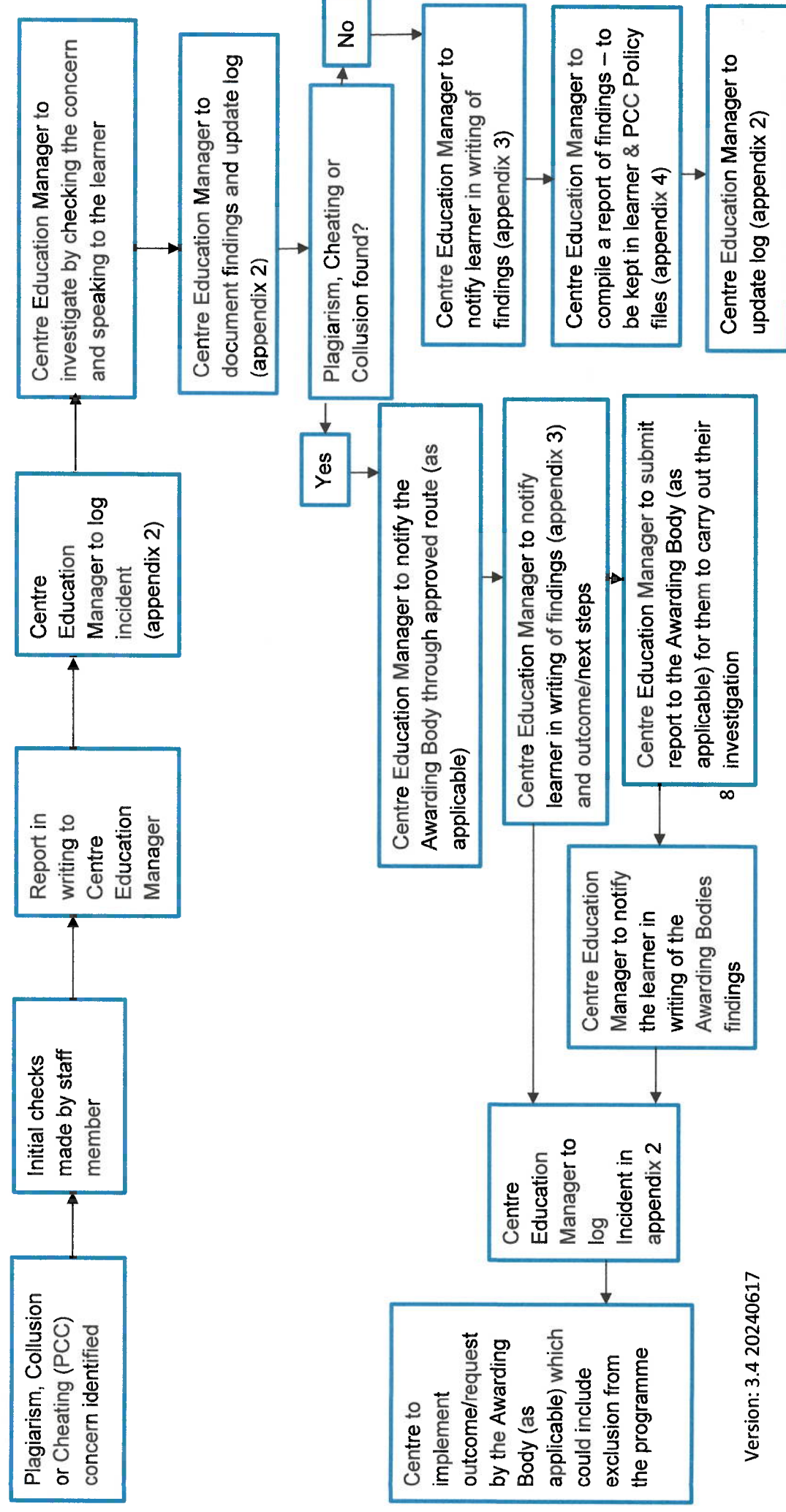3.   Process for Dealing with Reported Plagiarism, Collusion and/or Cheating

3.1   In cases where plagiarism, collusion and/or cheating is found the Awarding Body will be notified, if applicable, by the Centre Education Manager. In all instances an internal report will be completed. If an awarding body is involved the report will also be submitted to them. All reported cases will be recorded in appendix 2.

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4.1.1   For **Institute of Leadership and Management** an internal report will be submitted by emailing ILMRegulation@i-i-m.com and ILM regulation inform the ILM Quality and Compliance Manager and appointed External Verifier. ILM Regulation will then commence an investigation. This may be delegated to a lead independent investigator or request a Head of Centre.

4.1.2   For **City and Guilds** Centres all suspected or alleged cases of malpractice or maladministration must be reported within 10 working days, and prior to the commencement of any internal investigation activity, using the Suspected learner malpractice notification form found in City and Guilds Managing Cases of Suspected Malpractice in Examinations and Assessments (V8.1 December 2022). The completed form must be sent to: investigationandcompliance@cityandguilds.com

4.1.3   For **Pearson** the Investigations team need to be informed by submitting a JCQ Form M2 (a) (downloadable from www.jcq.org.uk/exams-office/malpractice with supporting documentation to pqsmalpractice@pearson.com).

3.2   Depending on the outcome of their investigation the learner will be required to either re-submit the work in their own words OR will be removed from the course.

3.3   Learners who wish to appeal against a decision e.g. the Centre's or Awarding Bodies will need to do so in writing to the Centre Education Manager and follow the Appeals Policy. It should be noted that the overriding process for appeals will be that of the Awarding Body where one exists or the Centre's Governance Committee.

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Appendix 1

Process for Dealing with Plagiarism, Collusion and Cheating

Plagiarism, Collusion or Cheating (PCC) concern identified

→ Initial checks made by staff member

→ Report in writing to Centre Education Manager

→ Centre Education Manager to log incident (appendix 2)

→ Centre Education Manager to investigate by checking the concern and speaking to the learner

→ Centre Education Manager to document findings and update log (appendix 2)

→ Plagiarism, Cheating or Collusion found?

No →

Centre Education Manager to notify learner in writing of findings (appendix 3)

→ Centre Education Manager to compile a report of findings – to be kept in learner & PCC Policy files (appendix 4)

→ Centre Education Manager to update log (appendix 2)

Yes →

Centre Education Manager to notify the Awarding Body through approved route (as applicable)

→ Centre Education Manager to notify learner in writing of findings (appendix 3) and outcome/next steps

→ Centre Education Manager to submit report to the Awarding Body (as applicable) for them to carry out their investigation

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Centre Education Manager to notify the learner in writing of the Awarding Bodies findings

→ Centre Education Manager to log Incident in appendix 2

→ Centre to implement outcome/request by the Awarding Body (as applicable) which could include exclusion from the programme

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Appendix 2

Plagiarism, Collusion and Cheating Log

Date	Learner Name	Learner number	Programme	Unit	P.C.C concerns	Action Taken Including dates	Outcome Including dates

UHL Apprenticeship and Development Centre
Knighton Street Offices
Leicester Royal Infirmary
LE1 5WW

Tel 0116 255 6112

[Insert date]

Dear [Insert name]

Re: Concern over Plagiarism / Collusion / Cheating

I am writing to inform you that I [insert name] in my role as Centre Education Manager have investigated the concerns raised against you regarding Plagiarism / Collusion / Cheating (delete as appropriate).

As a result of my investigation I am satisfied that no Plagiarism / Collusion / Cheating (delete as appropriate) has taken place and no further action will be taken.
Or (Delete as appropriate)
As a result of my investigation I remain concerned that Plagiarism / Collusion / Cheating (delete as appropriate) may have taken place and am therefore notifying the Awarding Body who will carry out an independent investigation. The Awarding Body will be in touch in due course.
Or (Delete as appropriate)
As a result of my investigation I remain concerned that Plagiarism / Collusion / Cheating (delete as appropriate) may have taken place and am therefore requesting that you complete the piece(s) of work again in your own words. If this is found to be plagiarised then the outcome will be that you are removed from the course. If this is submitted acceptably then the incident will be classed as a final warning. No further issues of plagiarism will be tolerated and any further investigations may lead to being immediately withdrawn from the course.
Or (Delete as appropriate)
As a result of my investigation the conclusion was that plagiarism was found to be present with no mitigating circumstances. It is therefore with regret that we are removing you from your course with immediate effect.

Kind Regards

[name]
[role]

Internal Report – relating to investigation of Cheating, Collusion and Cheating

Date:

Report compiled by:

Position:

Learner name:

Learner number:

Programme:

Concern raised by:

Date concern raised:

Summary of initial concern raised:
Supporting evidence attached to report Y/N

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Date learner notified of concern:

Method used to notify learner:

Date and time of investigation:

Location of investigation:

Summary of Investigation including Outcome:

Date letter sent to learner informing them of outcome:

Copy of letter on learner file? Y / N

Copy of this document on learner file? Y/ N

Is the incident and outcome logged? (Appendix 2) Y / N

The following evidence to be kept in the PCC file:

    i)   Completed log
    ii)   Initial correspondence identifying concern and supporting evidence
    iii)   This form
    iv)   Letter to learner notifying of the outcome of the Internal Investigation
    v)   Any other relevant supporting evidence.