

Introduction

The aim of this policy is to:

- To set out definitions/interpretations of cheating, malpractice and plagiarism particularly in relation to the SFJ Awards Level 5 Certificate in Fire Investigation.
- To set out the rights and responsibilities of learners, tutors, assessors and Course Organisers/Centre Administrators in relation to cheating, malpractice and plagiarism in relation to learning
- To set out procedures for handling suspected cheating, malpractice and plagiarism in relation to the assessment process

Values

Every effort should be made to ensure candidates and assessors are informed about appropriate approaches to the assessment process to prevent the incidence of cheating, malpractice and plagiarism.

There is a difference between unintentional plagiarism, and deliberate, malicious or sustained plagiarism. Vulnerable and inexperienced candidates and those new to the UK should be sympathetically treated.

Any suspected incidence of cheating, malpractice or plagiarism in the assessment process will be investigated in a manner that supports the individual to understand and account for the incident without prejudgement.

Scope and Definitions

Cheating constitutes any action whereby a candidate deliberately seeks to gain advantage by submitting work for assessment done by a third party as one's own (including using IT to do so and/or paying for work from another source).

Malpractice constitutes any action that deliberately disrupts fair and equal opportunity for assessment or examination by:

Candidates:

- Interfering with or gaining unauthorised access to assessment/test/examination papers prior to the designated time
- Acting in a disruptive manner in the context of assessment.

Assessors:

- Breaking the assessment/examination regulations of the Awarding Body
- Acting in a manner that undermines the integrity of assessment/test/examination
- Assisting candidates with the production of answers. This includes providing the work of another candidate, taking the same assessment to use as a model for submission or failing to keep candidates' work confidential and safe (see also G204 Confidentiality and Data Protection).

Head of Centre/Centre Administrator:

- Breaking the assessment/examination regulations of the Awarding Body
- Failing to keep assessment materials secure prior to assessment
- Failing to keep Candidates' work confidential and safe.

Plagiarism constitutes submitting work that is not one's own, without indicating or recognising this to the marker (acknowledging your sources). This might occur by:

- Using a choice of phrase or sentence found elsewhere
- Copying word for word directly from a text
- Paraphrasing the words from a text very closely
- Using text downloaded from the internet
- Copying or downloading figures, photographs, pictures or diagrams without acknowledging their sources
- Copying from the notes or essays of a fellow candidate.

Plagiarism, unlike cheating or malpractice, may be intentional or unintentional. There is a difference between unintentional plagiarism, and deliberate, malicious or sustained plagiarism.

Procedures

We recognise that the temptation for cheating, malpractice or plagiarism may arise from lack of self-confidence or misunderstanding of the aims and conditions of the assessment/examination, or from stress or pressure.

Stage 1 Prevention

All candidates will receive guidance through the GATR Assessment Centre concerning the preparation of work.

All assessors and administrators will receive appropriate guidance on assessment and examination conditions during training and development sessions.

Stage 2

Cheating, malpractice and deliberate plagiarism should be reported immediately to the GATR Head of Centre or to a Director of GATR Training if identified by the Head of Centre.

Any person suspected of cheating, malpractice or deliberate plagiarism shall be made fully aware by the Head of Centre in writing, at the earliest opportunity of the nature of the allegation. Care will be taken to ensure that the format and language is fully accessible to the recipient.

Any person suspected of cheating, malpractice or deliberate plagiarism shall be presented with all evidence against them.

Any person suspected of cheating, malpractice or deliberate plagiarism will be given an opportunity to respond personally, and/or in writing within an agreed timescale.

Any person suspected of cheating, malpractice or deliberate plagiarism will be invited to a meeting with the Head of Centre or a responsible third party where he or she will be able to explain and defend his or her actions. He or she may be accompanied by an agreed advocate. Alternatively, the process may be conducted in writing.

Stage 3 Outcomes

Where appropriate, allegations of cheating, malpractice and/or deliberate plagiarism will be reported to the Awarding Body by the Head of Centre in writing.

Where Awarding Body Regulations have been contravened, then a representative of the Awarding Body may wish to be involved in the investigation

A written report of the investigation and recommended actions and sanctions will be sent to all parties

The person at the centre of the investigation will be informed of the Complaints and Appeals Procedure (G202) should the judgement be found against him/her

Where Awarding Body Regulations have been contravened, then the Awarding Body may wish to impose sanctions on the future involvement of that person in assessments/test/examinations. Sanctions in the event of cheating, malpractice or deliberate plagiarism.

Candidate

Sanctions applied will be proportionate to the seriousness of the behaviour.

- A candidate may be required to retake or resubmit an element of the assessment in order to achieve the award
- A candidate may be prohibited from submitting work or taking an examination towards the qualification for a period of time
- A candidate may be disqualified from completing the qualification.

Assessors

Sanctions applied will be proportionate to the seriousness of the behaviour

- An Assessor may be withdrawn from assessing the individual candidate
- An Assessor may be prohibited from assessing the qualification for a period of time until re-training has taken place
- An Assessor may be prohibited from assessing the qualification for an indeterminate amount of time.

Head of Centre/Centre Administrator

Sanctions applied will be proportionate to the seriousness of the behaviour

- Head of Centre/Centre Administrator may be prohibited from dealing with the qualification in the future
- Head of Centre/Centre Administrator may be served with warning of disciplinary action if an employee of GATR
- In very serious circumstances, and at the request of the Awarding Body, the Police may become involved.

Contact

To discuss anything which may relate to an issue within this policy please contact:

Head of Centre

GATR Assessment Centre or Director of Training

enquiries@gatr.co.uk

Postal address and telephone contact:

Gardiner Associates Training and Research (GATR)

Phoenix House, 251 Carr Road, Northolt, UB5 4RN

Tel: 0845 83 99 838

Mob: 0758 184 3737

We will respond within 5 working days of receipt.

Policy Review

This policy will be reviewed by the Head of Centre and IQA on a yearly basis and revised as necessary in response to lessons learnt, customer feedback, changes in legislation and guidance from Skills for Justice Awards.

Our policies are available on our website and on our Online Learning Portal.