

## Plagiarism Policy

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Owner: Quality and Compliance Manager	Location: Shared Drive: WREC Documents\Policies and Procedures 2023	

## 1. Introduction

- 1.1. Plagiarism (defined as “the presentation of someone else’s work, ideas, opinions, or discoveries, whether published or not, as one’s own) is considered unacceptable as authentic evidence for assessment.
- 1.2. This Policy has been developed following the City and Guild’s guidance outlined in *Managing cases of suspected malpractice in examinations and assessments*. We will ensure that all relevant staff involved in the management, assessment, moderation or internal quality assurance of City & Guilds’ qualifications are made aware of the contents of this document.
- 1.3. In order for accurate assessment of a learner’s knowledge and understanding to occur, it is essential that information presented is created and compiled by the learner themselves.
- 1.4. Where referencing or quotation is used from a secondary data source within a written assessment, it should meet the following criteria:
  - Quotation marks / referencing marks should be used and credited to the original source.
  - The information should be used as an example or illustration of a point made/concept expressed in the text.
  - The information should be only of a length necessary to provide the relevant illustration or example.
  - The quotation or reference should provide an opportunity for the learner to demonstrate understanding, through the ability to select relevant secondary data for the illustration or example.
- 1.5. The copying of a fellow learner’s work is equally unacceptable as assessment evidence. Where plagiarism in these circumstances is clear i.e., word for word, or with one or two words / phrases / the formatting changed, the work will be voided for assessment, and an alternative opportunity for re-assessment provided, which matches the Assessment and Quality Assurance Policy.
- 1.6. Any work deemed to have been copied, either from material published in the public domain, or fellow learners will not be accepted and such incidents will be referred to the Managing Director for investigation. Furthermore, City and Guilds will be kept informed of suspected malpractice.
- 1.7. As a result of the investigation, various courses of action may be possible including:
  - Resubmission of evidence for assessment.
  - Resubmission of new evidence for new assessment.
  - Resubmission of new evidence for new assessment, with grading penalties.
- 1.8. All assessment comments will clearly state the course of action to be taken, and the rationale for that decision. Should a learner disagree with an assessment and is unable to reach agreement on discussion with the assessor, learners have recourse to a formal appeals procedure, where grounds for appeal must be submitted clearly in writing. It is considered preferable, however, for a solution to be sought initially with the Assessor.

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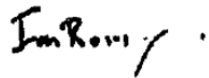
## 2. Guidance for Learners

- 2.1. Plagiarism simply described, is the use of other peoples' words, ideas or discoveries without acknowledgement.
- 2.2. Plagiarism is widely acknowledged as unacceptable: "Plagiarism is the verbatim (word for word) use of another's work as if it is the learner's own work. If learners take the writing of a published author and present it as their own, it constitutes plagiarism. Sometimes this is done unintentionally, because of poor research habits; sometimes it is quite deliberate. In either case, plagiarism is unacceptable".
- 2.3. This means that whether you have researched from the internet, or sourced relevant journals, or worked with other learners on the planning of an essay or report, you must make sure that the final version of your thoughts is rearranged into words that are definitely your own.
- 2.4. If, when your work is assessed, and plagiarism is clear (word for word, or with one or two words/the format changed), the work you have completed will be voided for assessment. It will not be accepted.
- 2.5. An alternative opportunity for re-assessment will be given to you.
- 2.6. Any work that appears to have been copied without acknowledgement, either from published sources or fellow learners, will also not be accepted but will be referred to the Managing Director for investigation. As a result of the investigation, various courses of action may be possible, including:
  - You are required to resubmit evidence for the assessment.
  - You are required to submit new evidence for the assessment.
  - You are required to submit new evidence for the assessment, but your grading outcome may be affected.
- 2.7. City and Guilds will be kept informed of suspected malpractice.
- 2.8. If you disagree with an assessment, and you are unable to reach agreement after discussion with the Assessor, you can follow the Appeals Procedure, where your reasons for appeal must be submitted clearly in writing.
- 2.9. Plagiarism is very easy to avoid. The standard method is to acknowledge all of your sources of information. This can be done by:
  - Re-write material that you are using from any source in your own words.
  - Reference the source of any thoughts and ideas that you have re-written so that you are acknowledging where you found these ideas, theories, illustrations and diagrams.
  - Put anything taken word for word in quotation marks and state where you took this material from.
  - Only use a quote as an example or illustration of a point made or concept expressed in your text – keep it short and to the point.
  - List all sources (books, magazines, internet) at the end of your essay or project. Write them up using the Harvard or similar format.
  - Seek advice from your Tutor on how to reference and provide a bibliography.

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2.10. During induction to your programme, you signed a code of conduct, agreeing to comply with the requirements of the programme. In order for your genuine knowledge and understanding to be accurately assessed, you must produce work which is presented, created and compiled by yourself alone. Anything else is dishonest and false and is very often easily identified.

Signed:



Ian Ross  
Managing Director

**Date: 22<sup>nd</sup> May 2023**

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