

## [15. ATi Plagiarism & Cheating Policy](#)

### **Plagiarism**

Using information from published sources (for example books, magazines, the internet) as the basis for a submission for assessment may be necessary to demonstrate knowledge and understanding in some cases. However, care should be taken always reference the source of the information.

Unreferenced copying from published work or from the work of other people in any form constitutes plagiarism and considered to be an offence by Assessor Training Ltd and awarding organisations. Plagiarism puts a candidate's qualification completion in jeopardy.

### **Cheating**

Cheating is an attempt to deceive assessors, examiners and/or IQAs and EQAs and includes:

- using books, notes, instruments, computer files or other materials or aids that are not permitted within an examination or test environment
- assisting or communicating information from one candidate to another in an assessment where this is not allowed
- copying or reading from the work of another candidate or from another candidate's books, notes, files or other, unless expressly permitted
- offering a bribe of any kind to an invigilator, examiner or other person connected with assessment
- providing or receiving information about the content of an assessment or examination before it takes place, except when allowed (e.g. case study materials issued before an examination)
- impersonating or trying to impersonate a candidate, or attempting to procure a third party to impersonate oneself
- any attempt to tamper with assignment or examination scripts after they have been submitted by candidates
- fabricating or falsifying evidence, data or results by individual candidates or groups of candidates

Cheating is considered to be an offence by Assessor Training Ltd and awarding organisations. Cheating puts a candidate's qualification completion in jeopardy.

### **Prevention**

It is important that instructions provided for assessments, tests or examinations are complied with, especially regarding materials which can and cannot be used in an examination or test, and the invigilation arrangements. As Assessor Training Ltd takes all incidents of plagiarism and cheating seriously, candidates and others connected with the test or examination must be made aware of the consequences.

### **Process**

Assessor Training Ltd requires that plagiarism and cheating policies are explained to candidates so that they are clear on what plagiarism is and how it will be dealt with.

Assessor Training Ltd will appoint an assessor or other appropriate person to investigate any incidents of plagiarism or cheating. This includes notifying the candidate that plagiarism or cheating is suspected, keeping the candidate updated on progress regarding the investigation, informing them of the outcome and explaining their right to appeal.

Sanctions for minor incidents of plagiarism or cheating will be the responsibility of the Director of Quality and could include requiring the candidate to redo an assignment and, on resubmission, awarding a minimum pass mark.

If the outcome of the investigation shows that plagiarism or cheating did occur, Assessor Training Ltd will decide whether it is a major incident – a determined and deliberate attempt by the candidate to gain marks for an assignment without having done a substantial portion of the work themselves. If it is a major incident, the appropriate awarding body will be informed within 30 days of the incident, giving details of the candidate/s and clearly describing the plagiarism or cheating and the qualification, test/examination, assignment/s and qualification/s affected.

All records must be kept of any instances of plagiarism and incidents of cheating, major or minor, and the action taken as a consequence.

Candidates who are found to have tried to pass off other people's work as their own will not be awarded qualification certification, or will have previously awarded certificates withdrawn.

The candidate will be notified of the outcome of the investigation and decision within 30 days. Outcomes may include:

- adjusting the marks given for the assessment, test or examination
- requiring the candidate to re-do one or more assignments and re-submit for assessment
- requiring the candidate to re-sit the test or examination
- refusing to accept further test or examination entries for that candidate
- withholding full or unit claims to certification

A candidate can appeal against the sanctions imposed for plagiarism or cheating by following the Appeals Policy.