



## **Unfair Means to Enhance Performance (Cheating, Plagiarism and Collusion) Policy and Procedure**

It is the policy of Myerscough College to prevent cheating, plagiarism and collusion through effective education and communication with its student body. Where such offences are detected it is the College's policy to deal with them in a fair but rigorous manner.

This Policy and Procedure is applicable to all students at all centres of Myerscough College.

## **1. Definition**

### **1.1 Cheating**

The College regards with particular severity any use of unfair means in an attempt to enhance performance or to influence the standard of an award, being worked towards or obtained.

The following points are deemed to constitute cheating:

- 1.1.1 Making use of notes or text books during a time constrained in class assessment, other than when such means are permitted.
- 1.1.2 Copying from another candidate's script or work.
- 1.1.3 Communicating during a time constrained in class assessment with another candidate.
- 1.1.4 Having prior access to assessment questions unless permitted to do so by a member of academic staff.
- 1.1.5 Submission of work under the student's name which is the work of another individual.
- 1.1.6 Unfair use of technological devices during an assessment without permission (Calculator, mobile phone etc.).
- 1.1.7 Impersonation of someone who is not the person intended to undertake an assessment.
- 1.1.8 Seeking to contact and influence the assessor prior to an assessment or in the case of a referral prior to the resubmission.
- 1.1.9 Copying from published or unpublished works of another person except where brief and suitably attributed. The use of material from the internet is specifically included in this provision.
- 1.1.10 Any deliberate attempt to deceive.

### **1.2 Plagiarism**

Material submitted for assessment as part of coursework must be the student's own efforts and must be their own work. Students are required to ensure that all submitted work is their own and valid for assessment purposes.

Copying from the works of another person constitutes plagiarism, and is unacceptable. Brief quotations from the published or unpublished works of others, suitably attributed, are acceptable. Details on how to reference material used can be obtained from the College library and the student web site.

### **1.3 Collusion**

Collusion is an example of unfair means because, like plagiarism, it is an attempt to deceive the assessor by disguising the true authorship of an assignment, or part of an assignment. Its most common version is that student A copies, or imitates in close detail, student B's work with student B's consent. But it also includes cases in which two or more students divide the elements of an assignment among themselves, and copy, or imitate in close detail, one another's answers.

It is an unfair means offence to copy, or imitate in close detail, another student's work, even with his or her consent (in which case it becomes an offence of collusion). It is also an offence of collusion to consent to having one's work copied or imitated in close detail. Students are expected to take reasonable steps to safeguard their work from improper use by others. Where a student is found to have engaged in collusion, the same penalties as for plagiarism will apply.

Collusion should not be confused with the normal situation in which students learn from one another, sharing ideas, as they generate the knowledge and understanding necessary for each of them successfully and independently undertake an assignment. Nor should it be confused with group work on an assignment where this is specifically authorised in the assignment brief.

## **2 Procedure**

### **2.1 Higher Education**

For all instances of cheating, plagiarism or collusion relating to Higher Education, the academic regulations and procedures of the validating university (UCLAN) are followed. The key information and procedures are in the UCLan academic Regulations section G7 and the UCLan Assessment Handbook section 5.

### **2.2 Further Education**

Where a case of cheating, plagiarism or collusion in connection with written assignments comes to light, the assessment must be suspended and assessors must not come to a decision on the candidate's result.

Where evidence of cheating, plagiarism or collusion becomes apparent subsequent to the recommendation of the assessors the matter will be re-opened and the original decision may be set aside if appropriate.

2.2.1 Alleged acts of cheating, plagiarism or collusion will be reported to the respective Head of Learning Area, Head of Centre and/or Assistant Principal FE for investigation.

- 2.2.2 The Chair of the FE Performance Board will investigate the matter and give the student the opportunity to put their case forward for consideration. The student maybe accompanied by a friend who may, for example, be a member of the Students Union or a Student Counsellor. The academic panel will consist of the FE Performance Board Chair, the respective Head of Learning Area and the Assessor who alleges that cheating, plagiarism or collusion has taken place.
- 2.2.3 If the allegation is found to be proven the FE Performance Board Chair, having consulted with the panel as necessary, will decide an appropriate grade/penalty (including the possibility of a fail grade) for the assessment and this will be reported at the assessment board. Given the seriousness of the offence, the matter can result in a warning being issued, as deemed appropriate under the Myerscough Code and Student Disciplinary Code.
- 2.2.4 There is provision for an appeal and this should be made to the Vice Principal in writing, within seven days. The Vice Principal may increase or decrease the sanction, or annul it if the allegation is not substantiated.
- 2.2.5 Where the student accepts the decision of the panel, the decision will be reported to the Assistant Principal FE. The Head of Learning Area is responsible for ensuring that any sanction is imposed upon the student.

#### **Documents Associated with this Policy:**

##### **Internal Documents:**

- Myerscough Code
- Student Disciplinary Code

##### **External Documents:**

- QAA UK Quality Code for Higher Education - [Chapter A6: Assessment of achievement of learning outcomes](#)
- QAA UK Quality Code for Higher Education - [Chapter B6: Assessment of students and accreditation of prior learning](#)
- QAA UK Quality Code for Higher Education - [Chapter B9: Complaints and appeals](#)
- UCLan Academic Regulations
- UCLan Assessment Handbook

Document History			
<b>Author:</b>	Assistant Principal FE	<b>Ref and Document Version:</b>	Unfair Means to Enhance Performance Policy and Procedure - V1
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Quality Assurance			
This Policy and Procedure maps to the following external quality assurance frameworks			
Framework		Framework Section Reference(s)	
<b>Common Inspection Framework</b>			
<b>MATRIX</b>			
<b>QAA</b>		QAA UK Quality Code for Higher Education - <a href="#">Chapter A6: Assessment of achievement of learning outcomes</a> QAA UK Quality Code for Higher Education - <a href="#">Chapter B6: Assessment of students and accreditation of prior learning</a> QAA UK Quality Code for Higher Education - <a href="#">Chapter B9: Complaints and appeals</a>	
<b>QIA</b>			
<b>SFA</b>			

#### All Myerscough College Policies are subject to screening for Equality Impact Assessment

Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, marriage or civil partnership, sex or sexual orientation

Myerscough College not only fulfils its legal position in relation to current and future equality legislation, but additionally goes beyond compliance in providing and promoting “Opportunities for all to succeed”, free from any aspect of discrimination, harassment or victimisation.

All staff have a duty of care to look after the interests of and support their colleagues. *This policy takes account of* our commitment to eliminating discrimination, identifying and removing barriers and providing equal opportunities for our learners, staff and visitors to ensure that no one feels excluded or disadvantaged.

#### Safeguarding, Learner Protection and Prevent

All staff have a responsibility to support and promote the College’s commitment to providing a safe environment for students, staff and visitors. Additionally, all staff have a responsibility to report any safeguarding or Prevent issues to the Designated Senior Lead for Safeguarding and Prevent.