

## 1. Scope of the Policy

This Policy covers all CMI / ILM learners who are registered on Qualification and Endorsed programmes.

The learner is accountable to the Company and we will take all necessary and reasonable measures to prevent learners from resorting to plagiarism, collusion and cheating.

The company will maintain records of all notified cases of plagiarism, collusion and cheating for monitoring and audit purposes.

## 2. Plagiarism

Plagiarism is a specific form of cheating which applies to all assessment. There are many definitions but they all have in common the idea of taking someone else's intellectual effort and presenting it as one's own:

Examples of plagiarism include:

- extracts from another person's work, published or unpublished, without using quotation marks and/or an acknowledgement of the source
- summarising the work of another or using their ideas without an acknowledgement of the source
- copying or using the work (diagrams, images, course notes) of another learner (past or present) or external source without that person's knowledge or agreement or without acknowledging the source
- purchasing essays or downloading content including text, images, diagrams etc, from the internet to submit them as your own work, without acknowledging the source

## 3. Collusion

Collusion is a form of plagiarism that involves unauthorised co-operation between at least two people with the intent to deliberately mislead or deceive.

Collusion can take the following forms:

- two or more learners conspiring to produce a piece work together with the intention that it is submitted as his/her own, individual work. Or with the intention of at least one learner submitting it as his/her own, individual work
- a learner submitting the work of another learner (with their consent) as his/her own, individual work. In such cases, both learners would be deemed to be guilty of collusion
- although also an example of plagiarism, the submission of a piece of work that is not the learners own individual work that has been purchased from a third party. For example, from an essay or assignment writing service or by soliciting another individual to produce a piece or work on their behalf
- unauthorised co-operation between a learner and a third party in the production of a piece of work that will be submitted as the learners own

## 4. Cheating

- Cheating is an attempt to deceive assessors, internal/external verifiers and includes:

- Centres giving excessive help to learners in writing an assessment, or writing any of it for them
- Copying or reading from the work of another learner or from another learner's books, notes, instruments, computer files or other materials or aids
- Offering a bribe of any kind to any person connected with assessment
- Any attempt to tamper with assignment scripts after they have been submitted by learners
- Fabricating or falsifying data or results by individual learners or groups of learners.

## 2. Preventing Plagiarism and Collusion

All CMI / ILM learners will be given the handout how to avoid plagiarism, collusion and cheating which includes advice to learners on 'Acknowledging Sources'. This will be included in the Learner Handbook which is issued to all learners as part of the Induction to the programme. The Tutor, when briefing the learners about their written work, will remind them of the need to submit work that is uniquely theirs.

Work for assessment (both Reflective Reviews and Work Based Assignments) is based, wherever possible, on the day to day work of the learners. This means that much of the work is unique to the learner and so the opportunities for plagiarism are limited.

## 3. Procedures for Dealing with Plagiarism and Collusion

All work for assessment is independently marked by one of a group of assessors. The assessors have built up considerable experience of the answers that have been provided in the past and they regularly discuss and review work for assessment. Should they be suspicious that an answer has been copied, or collusion has taken place they will inform the Learning & Development Director (via the Centre Manager). The L&D Director will raise the issue with the learner directly. These discussions will take place within 10 working days of the issue being raised and they will be recorded on the form - Dealing with Suspicions of Plagiarism.

Having discussed the concerns, the L&D Director will then recommend what further action should be taken, if any.

The options include:

- No action required
- Re-submit part of the work
- Re-submit all of the work
- The issue is referred to the Internal Verifier
- The issue is referred to the External Verifier (***this must be done if major plagiarism is suspected***).

If major plagiarism is suspected, then the External Verifier will be informed immediately and ILM guidelines will be followed.

If the learner is asked to re-submit work (either fully or in part) it will then be assessed in the usual way. If it is satisfactory, it will be awarded the minimum pass mark only.

If the learner is unhappy with the decision for any reason then he or she can discuss the matter with the Internal Verifier initially.

Decisions, together with supporting notes, will be recorded on the form and any agreed actions will be started within 10 working days of the decision being confirmed.

On conclusion of all investigations where a learners has signed a formal declaration of authenticity, a full written report will be submitted to the awarding body where required.

**Signature**

(Chris Goodwin):



**Position:**

**Managing Director**

**Date:**

**31 March 2021**

**Review Date:**

**31 March 2022**