



# **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.

## **Definitions:**

The College regards any use of unfair means in an attempt to enhance performance or to influence the standard of award obtained as a serious offence. Such offences can include, without limitation:

### **Cheating**

The term cheating includes, without limitation:

- Being in possession of notes, 'crib notes', or text books during an examination other than an examination where the rubric permits such usage
- Copying from another candidate's script or work
- Communicating during the examination with another candidate
- Having prior access to the examination questions unless permitted to do so by the rubric of the examination
- Substitution of examination materials
- Unfair or unauthorised use of an electronic calculator/device
- Impersonation
- Use of a communication device during the examination
- Any deliberate attempt to deceive.

### **Plagiarism**

Material submitted for assessment must be the student's own efforts and must be their own work. Students are bound by the Student Code of conduct and 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. The penalties for plagiarism are applied consistently in all circumstances, notwithstanding the level of the programme of study or whether the offence was considered to be intentional or unintentional. Brief quotations from the published or unpublished works of another person, suitably attributed, are acceptable. Details on how to reference material used can be obtained from the College library and the student web site.

### **Detection**

For higher education, students' work may be submitted electronically to Turnitin which is a web based system that provides comprehensive checking of submitted work for matching text on web pages, electronic journals and previously submitted student work and. Turnitin is promoted as both an education and detection tool. Turnitin generates an Originality Report to facilitate the identification of potential plagiarism cases. The Originality Report can be used as evidence and supports the related decision making process.

### **Re-presentation of Work**

The same work cannot be recognised twice for academic credit. A student who attempts to submit the same work for academic credit, except where the rubric of assessment permits, shall be deemed to have used unfair means.

## **Collusion**

Collusion is an example of unfair means because, like plagiarism, it is an attempt to deceive the examiners 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 their 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.

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.

### **1 Procedure**

#### **1.1 Higher Education**

For all instances of cheating, plagiarism, re-presentation 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 G and the UCLan Assessment Handbook section 6.

In addition to the above, information for higher education students regarding unfair means processes is published in Student Handbooks.

Alleged offences of unfair means will be reported to the with the Assistant Principal Higher Education for investigation. The unfair means will be considered by the Assistant Principal Higher Education at the College (or their nominee) as detailed in the UCLan Unfair Means to Enhance Performance Procedure.

#### **1.2 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.

- 1.2.1 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.

- 1.2.2 The Head of Area 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 or a parent/guardian. The Head of Learning Area and the Assessor who alleges that cheating, plagiarism or collusion has will present evidence to the student to explain.
- 1.2.3 If the allegation is found to be proven the Head of Area will decide an appropriate grade/penalty for the assessment and this will be reported at the FE Performance 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.
- 1.2.4 There is provision for an appeal and this should be made to the Assistant Principal in writing, within seven days. The Assistant Principal may increase or decrease the sanction, or annul it if the allegation is not substantiated.
- 1.2.5 Where the student accepts the decision the Head of Area be reported the issue 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:**

- The Myerscough Code
- Student Disciplinary Code

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

- QAA UK Quality Code for Higher Education
- UCLan Academic Regulations
- UCLan Assessment Handbook
- UCLan Unfair Means to Enhance Performance Procedure

Document History			
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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	
<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.