

Plagiarism (Cheating) Policy

The purpose of assessment is to determine the skills, ability, understanding and knowledge of individuals.

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.

Marvellous Minds (taken from the ILM Statement) is that plagiarism is the substantial, unacknowledged incorporation into a learner's work of materials derived from published or unpublished work by another person and presented as if it were the learner's own work.

A strict interpretation could include the original ideas, as well as the actual words, produced by another. Unless the candidate has submitted an extensive and unacknowledged paraphrase of another person's writings, however, we will not include paraphrasing under the definition of plagiarism.

Published work includes books, articles and materials found on the internet. Examples of unpublished work could be a piece of work previously submitted by another learner, or work about to be submitted by another learner, or perhaps copied from a work colleague or family member.

Some assignments require learners to work together at the planning stage. However group assessment is not allowed so the resulting assignments must be submitted individually and it is essential that each is then ratified as being the learner's own work.

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- Extracts from another person's work, published or unpublished, without using quotation marks and/or an acknowledgement of the source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 of another learner (past or present) with or without that person's knowledge or agreement
- Purchasing essays or downloading them from the internet to submit them as your own work

This policy therefore applies to assessments submitted for ILM qualifications and programmes, whether regulated or unregulated and whether assessed by the centre or by ILM.

The policy also applies to examinations and online tests, as well as assignment tasks that are completed independently by the learner in their own time.

Preventing plagiarism

- The Centre will ensure that learners are provided with appropriate information contained within the Student Handbook to ensure that they do not find themselves unwittingly guilty of plagiarism without knowing the implications.

- The Learner and Centre Handbook will contain information about what plagiarism is, what the procedure is if a student is deemed to have committed plagiarism and what the implications are. A guide to Harvard Referencing and Plagiarism will be incorporated into both the Student Handbook and covered at the point of induction.

Every learner will be expected to sign a formal declaration of authenticity to state the work is their own. Without this, there are no grounds for plagiarism. Such an omission of this could be classified as grounds of malpractice on the part of the Centre.

How to avoid Plagiarism

The Centre will ensure that as part of the induction process and within the Student Handbook that guidance on Harvard Referencing and Plagiarism is fully incorporated, together with the implications.

Learner authenticity

Learner authenticity is one of the regulatory requirements. Learners will be required to confirm the authenticity of every piece of work to be assessed. For the typical ILM assignment, a declaration of authenticity is the learner's confirmation that the assignment is his/her own work without plagiarism. In the case of examinations and online tests, authenticity takes the form of the Centre ensuring that another person is not being substituted to take the test on behalf of the learner. This typically necessitates a confirmation of the identity of every learner, for example through photographic ID.

The Centre takes seriously all incidents of plagiarism or cheating, especially those incidents that are an attempt by the learner to gain marks without having done a portion of the work themselves. Plagiarism or cheating may reflect badly on both the learner and the centre and both can be sanctioned.

This Policy should be read in conjunction with the Malpractice and Maladministration Policy.