



Quality Assurance System

PP12 - Policy and procedure for dealing with Cheating and Plagiarism

Rev 1.0

Policy and procedure for Dealing with Cheating and Plagiarism

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20/04/2023	1.0	New Document

Cheating / Copying / Plagiarism

Plagiarism is the appropriation of another's work, ideas or quotations without proper credit or reference to the original owner. It is fraudulent and a deliberate attempt to deceive. A Learner must declare that any work submitted for assessment is genuinely their own and not borrowed, copied, stolen, in part or in whole, from somebody else. It is assumed that Learners will be honest in all matters relating to their course. If a Learner is believed to have cheated and/or plagiarised, the following procedure applies:-

Procedure

1. If Plagiarism is suspected, the RTC Manager who was responsible for course delivery, shares the suspect material for all Learner(s) suspected of such involvement with the LASNTG QA Officer and/or Courseware Specialist and another RTC Manager. This will be the review group.
2. This group, review all papers suspect of plagiarism and if the group consider there has been plagiarism. The QA officer informs the tutor of the outcome of their considerations. If this group are satisfied that no plagiarism has occurred no further action is taken.
3. If plagiarism is suspected, the tutor informs the Learner(s) that there has been similarities and that following review plagiarism is suspected. The Learner(s) is invited to comment at this stage. This conversation is noted and this note is shared with the Learner(s) involved.
4. If Learner(s) accepts that plagiarism has occurred, the following sanction is applied: -
 - a) That element of the course is retaken, by all learners involved in plagiarism (those who purposefully shared and those who plagiarised the material) and this sitting is recorded as a referral for all parties involved.
 - b) They are then facilitated and offered a place on the next intake of that course.
 - c) A plagiarism report is completed by the tutor and this is issued to the LASNTG QA Officer and this is noted at RAP.
5. If Learner(s) disputes the plagiarism claim, they are advised that their work will issue to the next step i.e. Independent Review for determination. As part of this determination process, the reviewer may seek to review all elements of the course completed to date (not just the element where plagiarism is suspected). The Learner(s) should be advised that this determination may also be appealed and should be provided with details of the appeals process.
6. The Independent Reviewer (The Independent Reviewer may be nominated from the EA or Monitor Panel but it cannot be the person who monitored or External Authenticated this element of the course) receives all paperwork which is the subject of suspicion, they may also as part of their review seek records of previous components of the course.
7. The Independent Reviewer examines the papers and makes an assessment as to whether or not there is plagiarism. The reviewer informs the LASNTG QA Officer and the Learner(s) involved of the outcome. Their response should include: -
 - a) The sanction - repeat one element, or if other elements were requested and further evidence of plagiarism were detected any such element up to and including the full course may be required to be repeated.

- b) For the purpose of QQI, one or all elements would be recorded as a referral.
- c) The option to appeal to the LASNTG Secretary within 10 days of the date of correspondence.

An External Authenticator may be used for the Independent Reviewer role, however if utilised, the External Authenticator should not be requested to externally authenticate the course thereafter. It is imperative that impartiality is maintained.

8. If appealed by Learner(s), the papers are reviewed by LASNTG Secretary, or a designate being whoever is acting the role in case of absence, and a decision is given that is final. The decision being: -
 - a) The appeal is upheld and no sanction applies.
 - b) The appeal is not upheld and the sanction prescribed at stage 4 above applies.
9. All documentation regarding plagiarism to be destroyed after element(s) is repeated.