



Procedure – Cases of suspected plagiarism

FE including BTEC Higher Nationals

2023-24

Adam Fahey Vice Principal (Curriculum & Quality)
July 2023

SLT Member Responsible	Adam Fahey
Author of Policy/Procedure	Matthew Twitchett
Original date of Policy	1 st October 2014
Date approved by (CQLT /SMT)	
Next Review Date	August 2024

South Essex College Group

SIGNIFICANT CHANGES FOLLOWING REVIEW

15th August 2023

Procedure – Cases of suspected plagiarism Further Education 2023-24

Page Number or Heading Name	Details of significant change	Changes made by
	Equality Impact Assessment Added	Sharon Dunphy
4	If learners is found to have plagiarised and the declaration of authenticity has been signed the awarding organisation must be informed	Sharon Dunphy
5	Curriculum leader wishing to pursue a plagiarism allegation must meet with the learner and record the information on ProMonitor within 10 days	Sharon Dunphy

Equality Impact Assessment

The aim of an equality impact assessment (EIA) is to consider the equality implications of any new or amended policy, procedure, practice, project, function on different groups of staff, students and visitors to the college. This EIA tool provides a simple framework that helps evaluate whether the change may inadvertently disadvantage protected characteristics and identify ways to proactively advance and promote equality.

You will need to consider each of the equations and provide information as to consideration and any changes made in relation to Equality, diversity and inclusion.

Date EIA completed.	11 th August 2023
Name of person responsible for completing the EIA	Sharon Dunphy
Role of person responsible for completing the EIA	Head of Quality and Compliance
Who is affected by the policy / decision / change	Students and Staff
What's the reason for the new policy / change in policy, practice, process etc.	This is a yearly review and update required by awarding organisations

You will need to consider whether its possible that the proposed new policy / change in policy /procedure/practice etc could discriminate or unfairly discriminate or disadvantage people. You should consider:

Who gets to participate	Who does not, or who now does not due to the changes proposed / made.
Who is at an advantage	Who is at a disadvantage, and again has this changed?
Who will benefit	Who will not benefit (or who did and now doesn't due to the changes proposed in policy
Who can access the policy	Who cannot, or now cannot.

Protected Characteristic	What degree of impact does the change have (score 1-5 with one being lowest impact and 5 being the highest)	What is a potential positive, neutral or negative impact? Include what you have considered. Are there any barriers?	What action will be taken to address any negative impact or remove any potential barriers identified? Note if we are not able to resolve anything identified.	Date by when and whom will this action be taken.
Age	1	None identified		
Disability	2	Some staff and students may need support in understanding the policy. Staff will be supported by the quality and compliance team. Students will be provided support by the academic and student support teams in the College.	Staff with an identified disability can seek support from the quality and compliance team. Students with an identified disability can seek support from the college from their programme or college student support team.	As and when required
Gender (Sex)	1	None identified		
Gender Reassignment	1	None identified		
Marriage or Civil Partnership	1	None identified		
Pregnancy / Maternity	1	None identified		
Race	1	None identified		
Religion or Religious Belief	1	None identified		
Sexual Orientation	1	None identified		
Any other element that needs to be considered.	1	None identified		

Note:

1. The terms stated under protected characteristics are the terminology used in the Equality Act 2010. As part of the policy approval process Executive Board will consider the EIA assessment and any potential barriers which we may not be able to overcome and whether the action proposed will mitigate sufficiently within legislation or whether we decide to not implement the new policy if the risk are significant. If the policy is approved the EIA is also approved

Procedure - Cases of suspected Plagiarism

- If during the assessment process an assessor/teacher suspects a case of plagiarism. The assessor/teacher will stop the marking process for that assessment.
- If it is a piece of formative assessment (i.e. one that does not count towards the final course assessment) then the assessor/teacher must inform the student in their feedback of the serious nature of plagiarism and put an action plan in place to prevent the issue occurring again. The tutor must also meet with the student and add a comment on Promonitor that this meeting has taken place.
- If it is a piece of summative assessment, the assessor/teacher will investigate the suspected plagiarism and gather evidence to support the suspicion.
- The assessor/teacher will check whether or not the student has signed the disclaimer/ student declaration for the piece of assessment and whether or not advice and guidance about appropriate referencing has been provided to the student.
- The assessor/teacher will inform their Curriculum Lead and Head of School of the suspected case of plagiarism and will forward all supporting evidence to them.
- The Curriculum Leader will decide whether there is sufficient evidence to pursue the matter further.
- If the Curriculum Leader decides there is not sufficient evidence to pursue the matter further, the piece of assessment must be marked in accordance with the marking scheme and written feedback must include information on how to reference appropriately in future assessments.
- If the Curriculum Leader decides to pursue the matter further, then a meeting must be had with the student and an action plan put in place within 10 working days to prevent the re-occurrence of plagiarism in future assessments. The student will be required to complete the assessment again. This must be recorded on Promonitor. If the student is under 18 years of age there parent/guardian/carer should be informed.
- If a student continues to plagiarise then the Curriculum Leader will inform the Head of School and the Head of Quality and Compliance and Executive Director of Quality, Teaching and Learning. Action will then be taken against the student in line with awarding organisation requirements/academic offences policy and procedure.

- The Executive Director of Quality, Teaching and Learning will inform the awarding organisation of any significant forms of plagiarism as per awarding organisation requirements.
- Penalties that may be applied in cases where it is established that plagiarism has been committed shall differ in severity depending on the extent and nature of the plagiarism. They will be applied in accordance with the awarding organisation requirement. For Higher National students please refer to the Academic Offences Policy and Procedure for Students Studying Pearson Higher National qualifications.
- For all cases of plagiarism, the piece of assessment and/ or the parts/ sections which are plagiarised must be disregarded and the grade will no longer stand. **The student will be required to complete the assessment again within awarding organisation requirements.**
- If plagiarism is confirmed and the students has signed the declaration of authenticity the case must be reported to the awarding organisation.
- If a student wishes to appeal against a decision relating to the plagiarism they must follow the procedure for academic appeals procedure.
- All meetings with the student the must be recorded. For the majority of students this will be on recorded on Promonitor. Programmes not using Promonitor must keep the evidence in the student tutorial file.

Please note: Some awarding organisations may have their own rules and regulations surrounding plagiarism. If this is the case these must be adhered to and students explained the process during their welcome to College.