



5 E Ltd

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Cheating & Plagiarism Policy

1. Introduction

If you are a student or a candidate of the 5 E Ltd on any educational, professional assessment, you are covered by this policy if you are: "registered or enrolled in an institution to follow a programme of study or assessment which may or may not lead to an award or qualification of an institution. You will be registered with the 5 E Ltd as a studying affiliate, associate, licentiate or graduate.

2. Definitions

Cheating-

Is an attempt to deceive the examiners. It includes but is not limited to situations when you:

- communicate or attempt to communicate with a fellow candidate or individual who is neither an invigilator nor member of staff.
- attempt to introduce or consult during the examination any unauthorised printed or written material, or electronic, calculating or information storage devices
- impersonate or allow yourself to be impersonated.

Plagiarism

- Occurs whenever you present as your own the results of another person, whatever the medium (text, written or electronic, computer programmes, data sets, visual images whether still or moving).
- All assessed work including, examinations, assignments and management report, must be your own work and must acknowledge assistance given (including from fellow students or

supervisors) and the detailed input into the work from the major sources involved.

- The passing off of work of others as your work is plagiarism. Any quotation from published or unpublished works of other persons including other candidates must be duly acknowledged.

3. **Action taken in the event of someone suspected of cheating or plagiarism**

All instances of plagiarism, whether intentional or not, require action. The following provides guidelines on the course of action to be taken by staff. In all cases, the member of staff must take care to ensure that there is indeed clear evidence that plagiarism has taken place.

1. If the plagiarism would have altered the result obtained by the student if it had been undetected then at the very least the assessment must be retaken by the student. This will count as a second attempt at the assessment. If the problem arises from a failure on the part of the student to reference properly, or to understand the requirements of the assessment, then this issue must be addressed before the assessment is retaken.

2. If it is clear that the plagiarism was minor and did not constitute intentional cheating, then guidance and support should be provided to address any underlying issues. This might include revision of appropriate referencing practice.

The student should also be informed clearly of the

unacceptability of plagiarism and the need to abide by accepted practice. The students Guidance Tutor should also be informed of this so that any more general issues, or patterns of behaviour, can be identified.

3. If the plagiarism is more extensive, but again it is the judgement of the member of staff that this was not intentional cheating, then more extensive action will need to be taken. This might be the case where a student has answered an assessment simply by cutting and pasting material from the internet, **but was unaware that this was an unacceptable way of completing the assessment or was unable to complete the assessment in any other way.** Care must be taken in making this judgement as a student found cheating may well claim a failure to understand rather than deliberate intent.

If the case is genuine, then serious attention will need to be paid to whether the student is actually on the right course, whether there has been a serious failure of teaching or learning, whether the course content itself needs to be modified in some way, or whether the assessment instructions are unclear. Judgement on these matters will, of course, depend on whether problems being encountered are general or are limited to a single student.

4. Finally if it is the judgement of the member of staff that this is an instance of genuine cheating, with deliberate intent to deceive, then disciplinary action must be taken. Please contact your tutor for further information.

Guidance staff should, of course, be kept fully informed.

Individual cases of plagiarism should, of course, be dealt with, with due concern for confidentiality.

Review of Policy

This was reviewed in June 2021 and is due for next review in June 2022.

If you require this policy in a larger font size, please contact the HR Department.