

Plagiarism and Cheating Policy

The policy provides definition and examples of plagiarism and cheating that might occur in connection with us, providers or learners. The process for preventing, investigating and dealing with Plagiarism and Cheating is described along with the need for a formal declaration of authenticity by the learner.

Definition of Plagiarism

Plagiarism is a specific form of cheating which applies to all assessments. 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. ILM's definition 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is the substantial, unacknowledged incorporation into a learner's work of materials derived from published or unpublished work by another person and presented as if it were the learner's own work.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, ILM 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 Examples of unpublished work could be course notes, a piece of work previously submitted by another learner, or work about to be submitted by another learner, or perhaps copied from a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- Extracts from another person's work, published or unpublished, without using quotation marks and/or an acknowledgement of the source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

This will start with a formal identification of the learner to avoid the possibility of a substitute. This ensures that the person eventually named on the certificate is the person who did the work. We will ensure that no learners can unwittingly find themselves guilty of plagiarism without knowing the implications. We will explain during Induction and in the Learners Handbook to learners what plagiarism is, how we deal with it, the possible sanctions and how candidates should acknowledge someone else's work.

Every learner must make a formal declaration of authenticity (i.e. the work is their own) for each assessment:

- The large majority of every assessment must be the original work of the learner. Substantial copying of course notes or other published or unpublished work is unacceptable as this does not demonstrate the learner's knowledge, let alone his/her application. Even if acknowledged and properly referenced, excessive use of other people's work is unacceptable
 - If you use someone else's exact words in your work, they must be in quotation marks. Use quotations sparingly and only when you feel the author has expressed something so well and so concisely that the words cannot be improved
 - Even if you give your own explanation of somebody else's work without quoting word-for-word, you must reference your source
 - When referencing a source, you must provide the name of the author, the date of their work that you have referred to and the page number where you got the quotation from immediately after the quotation (eg Hill, 2004, p. 42) and also provide full details of the reference in the bibliography
 - You must provide a bibliography - a list of books, articles and any other sources you have quoted - at the end of your assignments
 - The Harvard system for referencing sources is well-established and you can find guidance on how to use it on the internet
 - When making a reference to a book the Harvard format is: Hill, P. (2004) Concepts of coaching: a guide for managers. ILM, London
 - and for a reference to an article the Harvard format is: Grant, A.M. (2010) It takes time: a 'stages of change' perspective on the adoption of workplace coaching skills. Journal of Change Management, 10(1), pp. 61-77
- 1.2 Learner authenticity

As noted above, learners must 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 us 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.

Please note, we will not accept a learner's work for assessment without a declaration of authenticity as it would be difficult to establish possible plagiarism because the learner has not claimed it as his/her own work. In order to confirm authenticity for assignment tasks, we require learners to preface each of their assessment submissions with the ILM submission cover sheet (see last page). The act of submitting this cover sheet acts as that learner's confirmation of the authenticity of his/her work. This cover sheet is not mandatory, not least because some centres use electronic systems and e-portfolios. However, because it is a regulatory requirement, learners must, in whatever way is appropriate, specifically declare the authenticity of their work for every submission. As a minimum, this should include the statement:

'By the act of making this submission, the learner certifies that this is the work of the learner named above.'

Cheating

Cheating is an attempt to deceive ILM assessors, examiners and/or external verifiers and includes:

- providing or receiving information about the content of an examination before it takes place, except when allowed by ILM (e.g. case study materials issued before an examination)
- We giving excessive help to learners in writing an assignment, or writing any of it for them
- impersonating or trying to impersonate a learner, or attempting to procure a third party to impersonate oneself
- learners using books, notes, instruments, computer files or other materials or aids that are not permitted (usually relevant only to examinations and online tests)
- assistance or the communication of information by one learner to another in an assessment where this is not permitted (usually relevant only to examinations and online tests)
- copying or reading from the work of another learner or from another learner's books, notes, instruments, computer files or other materials or aids, unless expressly permitted
- offering a bribe of any kind to an invigilator, examiner or other person connected with assessment
- any attempt to tamper with assignment or examination scripts after they have been submitted by learners
- fabricating or falsifying data or results by individual learners or groups of learners

Because of the nature of cheating, this mainly applies to examinations and online tests.

It is also considered cheating for any member of staff to collude or be involved in any of the above practices, including tampering with assessment or examination scripts or results after learners have submitted them. In this case it would constitute centre malpractice.

Preventing cheating

We provide all learners with the instructions ILM provides for assessments, examinations or online tests including materials which cannot be used in the examination and the required arrangements for invigilation. Learners and others connected with the test or examination will be made aware of the consequences of cheating. The ILM Instructions for Conducting Examinations specify announcements that must be made at the beginning of every exam or online test.

We take 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 can reflect badly on both the learner and us and both can be sanctioned. Although both can be involved in a case, plagiarism or cheating is not to be confused with malpractice or maladministration

Incidences of Cheating or Plagiarism are supervised by our Centre Manager.

We will keep a thorough record throughout the process in order to provide an audit trail for subsequent examination by our External Verifier. We will appoint a tutor or assessor or other appropriate person to investigate any detected or alleged incidents of plagiarism or cheating. This person will be independent. He/she will not have been involved in the assessment in which the suspected plagiarism or cheating took place and ideally will have had no involvement in the programme for the suspected learner(s).

Early in the process, the learner is to be informed that plagiarism or cheating is suspected and he/she is to be subsequently be updated on progress regarding the investigation. At the conclusion of the investigation, the learner will be informed of the outcome and their right to appeal explained. Depending on the circumstances, the investigator should interview all involved and anybody who might be able to contribute to the investigation. As a minimum, this should include: the suspected learner, the assessor or invigilator and whoever detected or reported the alleged plagiarism or cheating. It is often necessary to speak to others, such as the person whose work was copied and other learners. Throughout the process, these interviews will be recorded, especially where they reveal key information. If the investigation finds that plagiarism or cheating did occur, then ILM will make the ultimate decision on action to be taken. ILM will audit the centre's investigation and examine the proposed sanction with a view to ratifying it. Consequently, at the conclusion of your investigation, we will inform ILM's Regulation & Quality Improvement Manager by emailing ILMRegulation@i-l-m.com within 30 working days of the original incident.