

ICTQual AB

Plagiarism, Collusion & Cheating Policy



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1. Purpose

This policy establishes ICTQual AB's commitment to upholding academic integrity by defining and addressing plagiarism, collusion, and cheating. It ensures fairness and compliance with UK awarding body standards while safeguarding the validity of qualifications.

2. Scope

This policy applies to all stakeholders, including:

- Learners enrolled in ICTQual AB qualifications.
- Approved Training Centres (ATCs).
- ICTQual AB staff involved in the delivery and assessment of qualifications.

3. Definitions

3.1 Plagiarism

Plagiarism is presenting someone else's work, ideas, or words as one's own without proper acknowledgment. This includes:

- Copying and pasting text without citation.
- Paraphrasing ideas without crediting the source.
- Submitting another person's work as your own.

3.2 Collusion

Collusion occurs when two or more individuals collaborate improperly to produce work that is then submitted as individual effort. This includes:

- Sharing answers during assessments.
- Working together on an individual assignment without authorization.

3.3 Cheating

Cheating refers to any dishonest behavior intended to gain an unfair advantage in assessments. This includes:

- Using unauthorized materials during an exam.
- Impersonating another learner.
- Fabricating or falsifying assessment evidence.

4. Policy Statement

ICTQual AB is committed to:

- Promoting academic integrity and ethical practices.
- Preventing plagiarism, collusion, and cheating through education and monitoring.
- Taking swift and fair action to address confirmed cases of misconduct.

5. Examples of Misconduct

5.1 Plagiarism Examples

- Copying large sections of text from a website without citation.
- Submitting purchased essays or assignments.
- Using someone else's project or data without acknowledgment.

5.2 Collusion Examples

- Sharing written responses in take-home assignments.
- Dividing an assignment among group members for individual submission.

5.3 Cheating Examples

- Bringing unauthorized notes into an exam.
- Using electronic devices to access answers during an assessment.
- Misrepresenting one's identity to take an exam on behalf of someone else.

6. Prevention Measures

ICTQual AB and ATCs will:

- Provide clear guidelines on what constitutes plagiarism, collusion, and cheating.
- Educate learners about academic integrity during induction and throughout their course.
- Use plagiarism detection software (e.g., Turnitin) to review submitted work.
- Ensure robust invigilation during exams and assessments.

7. Reporting Suspected Misconduct

7.1 Who Can Report

Suspected cases can be reported by:

- Assessors, moderators, or invigilators.
- Learners or peers.
- ICTQual AB staff.

7.2 How to Report

- Reports must be submitted using the **Misconduct Reporting Form**
- The report should include specific details of the incident, the parties involved, and any supporting evidence.

8. Investigation Process

8.1 Initial Review

- ICTQual AB will acknowledge the report within 5 working days.
- A preliminary review will determine if there is sufficient evidence to proceed.

8.2 Formal Investigation

- An independent investigator will be assigned to review evidence, interview parties, and determine whether misconduct occurred.
- The investigation will comply with data protection and confidentiality requirements.

8.3 Investigation Outcomes

The investigation report will include:

- A summary of findings.
- A determination of whether plagiarism, collusion, or cheating occurred.
- Recommendations for sanctions or further action.

9. Sanctions

9.1 Learner Sanctions

Depending on the severity of the misconduct, sanctions may include:

- A formal warning.
- Requirement to resubmit the work or retake the assessment.
- Disqualification from the qualification.

9.2 ATC Sanctions

If ATCs are found complicit in enabling misconduct, sanctions may include:

- Temporary suspension of approval.
- Permanent withdrawal of approval.

9.3 Staff Sanctions

ICTQual AB staff involved in misconduct may face:

- Disciplinary action, including dismissal.

10. Appeals

10.1 Right to Appeal

Learners, ATCs, or staff may appeal the outcome or sanctions. Appeals must be:

- Submitted in writing within 14 days of the decision.
- Supported by evidence or grounds for appeal.

10.2 Appeal Process

- Appeals will be reviewed by an independent panel.
- A final decision will be communicated within 30 working days.

11. Monitoring and Review

This policy will be reviewed annually to ensure compliance with regulatory requirements and its effectiveness in promoting academic integrity. Feedback from learners, staff, and stakeholders will inform updates.

Contact Us

For further information or assistance with conflicts of interest, please contact ICTQual AB:

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