



Scope

This policy provides definition and examples of plagiarism and cheating that might occur in connection with participants on training programmes with Iconis Learning. 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

1) Plagiarism is a specific form of cheating which applies to all assessment. 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.

For the purposes of ILM, their 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is the substantial, unacknowledged incorporation into a learner's work of materials derived from published or unpublished work by another person and presented as if it were the learners' s own work.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 do 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 Examples of unpublished work could be a piece of work previously submitted by another participant, or work about to be submitted by another learner, or perhaps copied from a work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 learners' 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- Extracts from another person's work, published or unpublished, without using quotation marks and/or an acknowledgement of the source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 as their own work.

This policy applies to assessments submitted for ILM qualifications and programmes, whether regulated or unregulated and whether assessed by Iconis Learning or by ILM.



Preventing Plagiarism

Iconis Learning will ensure that no learners can unwittingly find themselves guilty of plagiarism without knowing the implications. It will be explained to learners what plagiarism is, how we deal with it, the possible sanctions and how they should acknowledge someone else's work. This will be outlined in the programme induction and reinforced in assignment briefings and/or in tutorial support.

Every learner will make a formal declaration of authenticity (i.e. the work is their own) for each assessment on a signed cover sheet when submitting their assessment.

Each Learner will have outlined to them

- All use of someone else's exact words must be quotation marks. Quotation marks should be used sparingly and only when the author has expressed something so well and so concisely that the words cannot be improved.
- Any personal explanation of somebody else's work must reference a source.
- All source references must provide the name of the author, the date of their work referred to and the page number. This should be made immediately after the quotation (eg Hill, 2004, p. 42) and also provide full details of the reference in the bibliography.
- A bibliography must be provided - a list of books, articles and any other sources quoted - at the end of an assignment. E.g. The Harvard system for referencing sources (guidance can be found 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.
- A reference to an article in 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.

A declaration of authenticity will be made by each learner on submission of each assignment and this statement will be taken as confirmation that the assignment is his/her own work without plagiarism.

Iconis Learning will preface all assignments with the ILM cover sheet. This will include the statement: 'By the act of making this submission, the learner certifies that this is the work of the learner named above.'

2) Cheating is an attempt to deceive ILM assessors, examiners and/or external verifiers (usually in the context of examinations) 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)
- Centres giving excessive help to a 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



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- Learners using books, notes, instruments, computer files or other materials or aids that are not permitted (usually relevant only to examinations and online tests)

The following guidelines for learners:

- 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) is not permitted
- 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 (a member of staff (e.g. tampering with assessment or examination scripts or results after learners have submitted them), which would be a case of centre malpractice).

Preventing cheating

Iconis Learning will comply with all instructions sent by ILM in regard to assessments, examinations or on-line tests. Learners will have outlined at the induction process 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.

Process: plagiarism or cheating detected by Iconis Learning

To prevent and/or detect plagiarism Iconis Learning will:

- Keep this policy up to date, managed by the Quality Manager.
- Maintain records throughout the process to provide as an audit trail to an external verifier.
- Appoint an independent Assessor to investigate any incidents of plagiarism or cheating.
- Maintain a record of any interviews.
- Notify the Learner and keep them informed of any investigation, of the decision and right to appeal.
- Refer to ILM Head of quality & compliance ILMRegulation@i-l-m.com within 30 working days of the original incident, providing auditable evidence, evidence to demonstrate how learners are advised about plagiarism and cheating, Learners details and the Learners declaration of authenticity for the work in question, a copy of the work and if available a copy of the original it was copied from and records of investigation.



Process: plagiarism or cheating detected by Iconis Learning or reported by others

If plagiarism or cheating is reported or suspected, the Quality Manager must be notified. The Quality Manager will:

- Notify the client contact
- Request any anecdotal evidence to be supplied in writing
- Investigate any allegation received and collect evidence
- Produce an incident report
- Present findings to the Directors within 10 days of completion of report
- Report outcome to I-L-M immediately

Action

Depending on the outcome of the report's findings, sanctions for the learner may include:

- A written warning being issued
- Failure or down grading of assignment

Appeal can be made against the sanctions imposed by Iconis Learning for plagiarism or cheating by following the Appeals policy.

Continuous Improvement

Iconis Learning reviews all outcomes of all incidents of plagiarism or cheating to identify improvements to Iconis Learning processes, procedures, training and development. Where any failures in the assessment process are uncovered, Iconis Learning will review all processes relating to assessment and implement any improvement required.

We aim to improve our business processes and our response to customers in the light of learning from the feedback we receive.

This policy shall be the subject of a three year review cycle or as necessary.



Submission Cover Sheet

Instruction to learner: this cover sheet must preface every assessment submission, for assessments being carried out by Iconis Learning or through the ILM Assessment service. It is a regulatory requirement that every assessment submission is authenticated as the work of the named learner. Hence any submission not carrying this cover sheet will not be verified by I-L-M.

Centre Name	
Centre Number	
Learner Name	
Learner Registration Number	
Unit(s) Covered in this submission	
Date Submitted	
<p>Statement of confirmation of authenticity</p> <p>By the act of making this submission, the learner declares that this is the work of the learner named above. The work has not, in whole or in part, been knowingly presented elsewhere for assessment, or where assessment has been built on a previous assessment, this has been identified. Where materials have been used from other sources it has been properly acknowledged. If this statement is untrue, the learner acknowledges that an assessment offence has been committed. Attention is drawn to the plagiarism and cheating policies of both the centre and of ILM. Plagiarism can result in a learner being withdrawn from a qualification.</p>	
<p>Permission for ILM to use this script</p> <p>ILM uses learners' submissions – on an anonymous basis – for assessment standardisation. By submitting, both the centre and the learner agree that ILM may use this script on condition that identifying information is removed. However, if you are unwilling to allow ILM use this script, please refuse by ticking the box: <input type="checkbox"/></p>	