

## Plagiarism and Cheating Policy

### Brief definition of Plagiarism:

Plagiarism is a form of cheating. It is passing of pieces of someone else's work, whether published or unpublished as your own.

### Examples of Plagiarism include:

- Quotes from published or unpublished work without a reference to the source
- Downloading or copying other essays which are not your own
- Quoting other participants without their prior permission

### Examples of Cheating include:

- Providing or receiving content of an exam before the exam takes place
- Centres giving excessive help to learners in writing an assignment, or writing it for them
- Impersonating a learner or asking someone to impersonate oneself
- Learners using books, notes, instruments, computer files or other materials or aids that are not permitted in examinations or assessments
- Communication between learners when sitting an exam/online test
- Copying from another learner
- Offering a bribe to a member of staff connected with the assessment and examination
- Tampering with assignment or exam answers after they have been submitted
- Fabricating or falsifying data or results by individual learners or groups of learners

### When completing an assignment students should:

- Complete the assignment cover sheet confirming authenticity of the work
- Take care to reference correctly as per the Harvard format (as stated in their Handbook)
- Provide a bibliography at the end of the assignment

Keyturn Training Limited take plagiarism and cheating very seriously.

- In the event of suspecting plagiarism the Assessor would contact the Quality Manager before starting the investigation.
- A record file will be opened by the Quality Manager to maintain all relevant information on the process of the investigation.
- Following a second check by another Assessor the individual would then be contacted.
- The individual has a right to appeal in writing to Keyturn's Centre Manager. This would then be considered by Keyturn's Directors.
- The individual will be kept up-to-date with the progress of the investigation.
- Should this situation still not be resolved a Keyturn Director will be appointed to interview those involved including the learner and assessor. These interviews will be recorded and kept filed with the investigation notes.
- If a resolution is not met Keyturn would then turn to ILM for further investigation.

Please note that we ask if any type of plagiarism, collusion or cheating is either suspected or found, that ILM are informed immediately ([ILMRegulation@i-l-m.com](mailto:ILMRegulation@i-l-m.com)).

Updates/Reviews		
27 March 2014	Full update to include ILM	CJS
30 March 2018	Full update to include ILM updates and examination/assessments	CJS
16 May 2018	Addition of ILM being informed	CJS