



## **Cheating and Plagiarism Policy**

### **Cheating**

Upon an MBKB team member being allocated an Invigilator role they will be issued with the specific awarding organisation and JCQ guidance and instructions for test and exams by the Learning and Development Manager who oversees quality. All examinations, including online tests are only to be carried out in a secure (non-interrupted) environment, with an MBKB Invigilator present at all times. All tests will be securely stored/password protected to ensure they remain valid until the test time. Clear guidance is issued prior to each test to outline what is acceptable and required. Photo ID is required by each learner to sit a test. All desks/stations will be a minimum of 1.8m apart on all sides to ensure no copying or reading from others work. Where more than six learners are taking a test, a second invigilator will be allocated.

Tutors who are delivering the subject matter for the exams do not invigilate their own learners to avoid conflict of interest.

Upon completion of the allocated time, all tests are collected, sealed and posted in accordance with awarding organisation instructions. The Lead Invigilator has responsibility to ensure this is carried out in a secure and timely manner.

Any concerns will be reported immediately to the Learning and Development Manager, Chief Operating Officer and the awarding organisation. A full internal investigation will take place, the findings of which are shared with the awarding organisation and submission of any evidence, statements or documents will be carried out following the guidelines of the awarding organisation. The awarding organisations are then responsible for making a final decision.

### **Plagiarism**

As part of the Learner Induction acceptable codes of conduct for work produced and included within the Portfolio are discussed. Plagiarism and cheating are highlighted to ensure learners do not fall foul of submission. All work must be completed by the learner and must reflect the working practises in their workplace.

All work submitted must belong to the learner unless clearly cited and quoted within the evidence, assessment must be the original work of the learner.

Substantial copying published or unpublished work is unacceptable as this does not demonstrate the learner's knowledge and understanding, this is inclusive of learners sharing content to submit for the same criteria as others on the course.

Excessive use of other people's work is unacceptable, even where referencing and quotes are clear.

Quotation marks must be used if you use someone else's exact words in your evidence.

After research you give your explanation of text, or someone else's work you must reference and state where this has come from not present it as your own thoughts and knowledge. Referencing should include the name of the author, the date of their work that you have referred to and the page number/website that got the quotation from immediately after the quotation (e.g., Hill, 2004, p42) and 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, you can find guidance on how to use it on the internet.

By signing evidence, whether physically or digitally, the learner is acknowledging the work submitted is their own and complies with all MBKB's policies and protocols. On MBKB's current evidence platform there is a section for learners to agree that they are signing a declaration to state this is their own work.

On completion of a full unit or module a learner will again sign off that unit stating that their work submitted is their own work. This will be checked through internal quality assurance interactions through portfolios.

If plagiarism is found the tutor will re-educate the learner in the policy. If this happens again the evidence is referred to the IQ - IQA discovering this will inform the Learning and Development Manager and appropriate measures taken in line with the Awarding Organisation guidance. An internal investigation will commence to identify if this is plagiarism, and that the learner understands what they have done and the policy.

If this is found to be plagiarism MBKB will work with the Awarding Organisation and share their findings. A decision will then be made by the Awarding Organisation. This means that the work may have to be completed again and resubmitted. Failure to produce work that is free of plagiarism could result in the learner being removed from programme.

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