

# ARC Training Services Plagiarism Policy



## Policy on Plagiarism:

When we talk about Plagiarism, we are generally referring to the copying or taking of extracts from someone else's work and submitting it as your own. This could include using sentences or phrases that you've obtained from books, articles, websites, other learners work, etc. and not referencing them appropriately.

Researching information from various sources, such as the Internet, organisational policies, course books, handouts etc., is a useful way to gain and expand your knowledge and understanding, which you need to demonstrate.

However, great care needs to be taken, not to copy any parts of the materials you have accessed and present them for assessment as your own work.

Remember! Plagiarism applies to any percentage of work copied, from any published text, where the source has not been acknowledged or referenced appropriately, no matter how small the piece.

In all situations, you need to take the knowledge you have gained from your research, reflect on it, and then in your own words and style, explain your understanding against the criteria/question, relating this where possible to your own situation and environment.

A learner, the author of a witness testimony, an assessor or an internal quality assurer, can commit/allow plagiarism or falsify evidence. Regardless who's responsible! Plagiarism and the falsifying of evidence is cheating, and as such, ARC and its quality assurance team will take every measure available, to prevent and detect it.

Anyone, who suspects that plagiarism may have taken place during any part of the assessment process, should raise it with the person concerned if possible, and in all cases, report it to the centre manager. It may be an entirely innocent mistake that can be rectified by simply identifying and referencing the source appropriately or clarifying its authenticity.

## Guidance on referencing

This extract is taken from 'JCQ Information for Candidates: non –examination assessment'.

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---non-examination-assessments>  
25.02.2019

*'When producing a piece of work, if you use the same wording as a published source you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work, which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number, for example: Morrison, 2000, pg.29. For material taken from the Internet, your reference should show the date when the material was downloaded and must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: <http://www.geocases2.co.uk/rural1.htm> downloaded 5 February 2019.*

*You may be required to include a bibliography at the end of your piece of written work. Your teacher or lecturer will tell you whether a bibliography is necessary. Where required, your bibliography must list the full details of publications you have used in your research, even where these are not directly referred to, for example: Morrison, A. (2000) 'Mary, Queen of Scots', London: Weston Press. If you copy the words or ideas of others and do not show your sources in references and a bibliography, this will be considered as cheating.'*

If as a learner, you are unsure if you have referenced your work correctly, please discuss it with your assessor and follow their advice, before you sign it as your own.

## Declaration of Authenticity


Throughout the gathering of evidence for a portfolio, both the learner and assessor are asked to sign declarations of authenticity, stating the work presented towards various completed units and qualifications, is the learners' own work.

If a declaration is signed, and there is subsequently suspicion of plagiarism or falsifying of evidence, this is classed as malpractice and the centre manager must be informed. ARC will then follow the procedure and report the situation to the City and Guilds Investigation & Compliance team, in line with '*Managing cases of suspected malpractice in examination and assessment*' guidance.

At ARC we take our commitment to providing high-quality qualifications in partnership with City and Guilds very seriously and will act upon any suspicion of plagiarism and malpractice accordingly.

## Bibliography, resources and recommended browsing

City & Guilds Managing cases of suspected malpractice in examination and assessment. Available:

 [https://arcuk.org.uk/trainingservices/files/2018/05/Managing-Cases-of-Suspected-Malpractice-in-Examinations-and-Assessments-Jan-18-v6.1-pdf.ashx .pdf](https://arcuk.org.uk/trainingservices/files/2018/05/Managing-Cases-of-Suspected-Malpractice-in-Examinations-and-Assessments-Jan-18-v6.1-pdf.ashx.pdf)

City & Guilds Centre Manual. Available:

 [https://arcuk.org.uk/trainingservices/files/2018/05/Centre-Manual-April-18-v7.2-pdf.ashx .pdf](https://arcuk.org.uk/trainingservices/files/2018/05/Centre-Manual-April-18-v7.2-pdf.ashx.pdf)

The Joint Council (JCQ) for Qualifications Plagiarism in Assessments - Guidance for teachers/assessors. Available:

 <https://www.jcq.org.uk/exams-office/malpractice/plagiarism-in-assessments---guidance-for-teachersassessors>

JCQ Information for Candidates: non –examination assessment' Available:

 <https://www.jcq.org.uk/exams-office/information-for-candidates-documents/information-for-candidates---non-examination-assessments>

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I confirm I have read the above 'ARC Plagiarism Policy and understand the expectation and responsibilities placed upon me as a Learner , Assessor , or Internal Quality Assurer .

 Signature \_\_\_\_\_ Date \_\_\_\_\_

 Name (Block Capitals) \_\_\_\_\_

### ARC Privacy Notice <http://arcuk.org.uk/privacy-policy/>

ARC takes your privacy seriously and will only use your information to administer the products and services you have requested from us. We will never sell your data and we promise to keep your details safe and secure.