

## **CIPD Plagiarism Policy for Online Remote Examinations**

### **1. Introduction**

Plagiarism can cause reputational damage to the CIPD, CIPD qualifications and CIPD centres, and threaten the integrity of the award, and the quality of the learner experience. It is, therefore, essential to ensure that all cases of plagiarism by candidates in CIPD online remote examinations are dealt with quickly, thoroughly and effectively.

As a recognised awarding organisation, the CIPD is subject to external regulation, and must meet the regulatory requirements set by Ofqual, Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland and Qualifications Wales. Condition A8 specifically relates to malpractice and states the requirements in relation to it.

The purpose of this policy is to:

- provide operational definitions of the terms 'plagiarism', with examples;
- explain the actions that the CIPD will take when candidate plagiarism is discovered.

### **2. Definitions and Types of Plagiarism**

The CIPD defines candidate malpractice (academic misconduct) as an attempt by a candidate to gain unfair academic advantage. It can occur in conduct during external assessment, in the form of plagiarism, collusion and falsification, amongst other means.

The CIPD defines plagiarism as any situation in which written material is submitted which is (a) not the candidate's own work or (b) the candidate's own work submitted for a previous assessment at the same or a different institution (c) not included in quotation marks with a full citation when sourced from published work.

Plagiarism can occur at different levels. Examples of plagiarism by a candidate include, but are not limited to:

- quoting from published or unpublished work of other persons, including other candidates, without crediting the source and referencing, in accordance with scholarly academic convention;
- dishonestly presenting another candidate's results from research, interviews or observation as their own, whatever the medium;
- copying from sources without acknowledgement, which has the effect of making a significant contribution to the overall work;
- downloading information from the internet, without crediting the source;
- using 'model' internet answers, or those sourced from an essay bank;
- copying extensively from sources, without acknowledgement;
- receiving help from, or any material written by, a friend, colleague or family member;
- buying or stealing of work;
- self-plagiarism - re-using your own previously submitted and marked work from another assignment or published work;
- using past candidate's work from previous years, or material that has previously been submitted by a candidate, as part of another summative assessment in any CIPD qualification, either current or previous, or those of another awarding organisation or institution;
- colluding with one or more candidates to produce summative assessment evidence and submitting it as candidate's own work (collusion);
- re-submitting previously assessed/graded summative assessment evidence (falsification).

As part of a CIPD online examination, candidates are required to adhere to a statement confirming that they will:

- **not** have any assistance with the exam from friends, family, centre staff or any other person(s).
- **not** allow friends, family or any other person(s) to sit the exam in their place
- **only** access course notes or text books (either physical books or downloaded e-books).
- **not** use the internet (other than for sitting the exam), email or additional equipment during the exam. This includes potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player or similar device, a smartwatch or a wrist watch which has a data storage device.
- **use** quotation marks for any quotes provided within an answer and clearly reference the source.
- **not** be involved in any unfair or dishonest practice during the exam.

In the context of examinations, the CIPD uses industry standard authenticity checking software to identify where answers contain passages of text which have been taken from other sources and used within a candidate's answer paper. Where this is the case, we will check that appropriate citation has been included. As a result of this scrutiny, any answer papers identified as containing significant plagiarised material (as described on page one of this policy) are considered by the CIPD Exam Board to determine appropriate action.

### **3. Actions, Sanctions and Penalties**

The CIPD regards plagiarism in all forms as entirely unacceptable. The CIPD will act upon reports of suspected, or actual, cases of plagiarism promptly, and in accordance with General Data Protection Regulation (GDPR).

Any work submitted online by candidates sitting CIPD examinations which is found to contain substantial passages, or significant amounts, of plagiarised material will be given a mark of zero, which will result in a fail.

Candidates who are found to have plagiarised in either, or both, of these ways will be given a final written warning.

All Members of the CIPD are required to adhere to the CIPD Code of Professional Conduct. This includes Student Members. In the case of a second instance of plagiarism, committed in any assignment or examination submitted as part of a CIPD qualification, candidates will be referred to the CIPD Code of Conduct team, on suspicion of breaching the CIPD Code of Professional Conduct. This will lead to an investigation, which could result in disciplinary action. Where an investigation finds evidence of a breach of the Code, the matter will be referred to a Conduct Panel. If the Conduct Panel find a breach of the Code has occurred, a range of sanctions could be applied that include expulsion from membership of the CIPD, and/or publishing details of the case.

The Code of Conduct process will be dealt with by the Code of Conduct department at the CIPD, and will, therefore, be wholly independent of the Qualifications team and the CIPD centre, who may run parallel disciplinary processes and/or action. Sanctions applied by the CIPD Qualifications team will be in line with the CIPD-published Sanctions Policy, and the sanction to be applied will depend on the nature and scale of the plagiarism. This may include:

- withdrawing the right for a candidate to re-sit an examination;
- disqualifying the candidate from the module, or whole qualification.

#### **4. Linked Policies**

CIPD Code of Professional Conduct; CIPD Malpractice and Maladministration; CIPD Sanctions; CIPD Appeals.