PLAGIARISM POLICY

Introduction

Port Training Services (PTS) has an obligation to awarding bodies, its learners, and employers to ensure that the qualifications its learners receive are a fair and accurate representation of their work, and of the knowledge and skills attained. PTS will take all appropriate measures to ensure that learner's work is in fact their own, and that plagiarism and other forms of cheating have not taken place.

Definition

For the purposes of this policy, plagiarism is defined as:

Copying and passing off as the learner's own, the whole or part(s) of another person's work, including images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries, whether published or not, with or without the originator's permission and without appropriately acknowledging the source.

This definition covers a range of degrees of seriousness and intent. Learners may be motivated by a direct intent to obtain a qualification unfairly. In practice, it can also be difficult to distinguish between deliberate plagiarism and failure to acknowledge sources appropriately. PTS recognise that there is a clear difference of degree between poor referencing of a quotation and the deliberate passing off of an entire piece of work with the intention of obtaining a qualification unfairly.

It should be noted, however, that whether it is intentional or not, plagiarism presents a problem when it interferes with the accurate assessment of a learner's ability – it subverts the purpose of assessment.

PTS is committed to the detection of plagiarism, to taking appropriate measures when it is detected and to the implementation of preventative measures including:

- the training of its staff in plagiarism prevention and detection
- informing its learners of the Company's position on plagiarism, and of the methods being used to aid detection
- the promotion of effective assessment design and assessment practice
- ensuring that learners are properly instructed in what constitutes fair practice and appropriate referencing

PTS understand that learners do not always plagiarise material word in a deliberate attempt to cheat. PTS recognises that in some cases plagiarism may indicate that learners are wrongly placed on a course which is too difficult for them. While this should not be seen as an excuse for what is still essentially cheating, it may indicate additional action which is required over and above dealing with the instance of plagiarism itself. This may indicate alternative action is necessary including guidance intervention or additional support for the individual learner.

RESPONSIBILITIES

Learners

It is the responsibility of learners:

- To ensure that work submitted for purposes of assessment is their own.
- To ensure that the words and arguments of others are appropriately cited and referenced using an accepted referencing system.

Learners must not simply copy materials from other learners, past or present, from written sources, from the Internet, or from any other source whether this is through cutting and pasting, rewriting or by any other means.

Changing a few words within a copied piece of text does not render the work original and still counts as plagiarism.

Work submitted by learners must be their own unless it is specifically indicated within the text through appropriate referencing that this is not the case – or where originality was clearly not a requirement of the assessment being undertaken.

Assessment Staff

It is the responsibility of Assessment staff:

- To stress to their learners the unethical nature of plagiarism
- To make clear to learners the PTS policy on plagiarism and the consequences if they fail to comply
- To ensure that learners have the knowledge and skills required to enable them to cite and reference appropriately
- No one with a personal interest in the outcome of an assessment is to be involved in the assessment process. This includes assessors, IQAs and invigilators.

Coordinator

Controlling and disseminating documents relating to quality assurance of Awarding Bodies' qualification is the QA Leaders responsibility, updated policies and procedures will be discussed during standardisation meetings.

The QA Leader will notify the Awarding Body of any changes that may affect the centres' ability to meet the quality assurance criteria.