



## Plagiarism Policy –

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. The following guidance taken from ‘ILM’s Plagiarism and Cheating Policy V2 April 2015’ is issued and discussed.

- a. The large majority of every assessment must be the original work of the learner. Substantial copying of course notes or other published or unpublished work is unacceptable as this does not demonstrate the learner’s knowledge, let alone his/her application. Even if acknowledged and properly referenced, excessive use of other people’s work is unacceptable
- b. If you use someone else’s exact words in your work, they must be in quotation marks. Use quotations sparingly and only when you feel the author has expressed something so well and so concisely that the words cannot be improved
- c. Even if you give your own explanation of somebody else’s work without quoting word-for-word, you must reference your source
- d. When referencing a source, you must provide the name of the author, the date of their work that you have referred to and the page number where you got the quotation from immediately after the quotation (e.g. Hill, 2004, p. 42) and also provide full details of the reference in the bibliography
- e. You must provide a bibliography - a list of books, articles and any other sources you have quoted - at the end of your assignments
- f. The Harvard system for referencing sources is well-established and you can find guidance on how to use it on the internet
- g. When making a reference to a book the Harvard format is: Hill, P. (2004) **Concepts of coaching: a guide for managers**. ILM, London
- h. and for a reference to an article the Harvard format is: Grant, A.M. (2010) It takes time: a ‘stages of change’ perspective on the adoption of workplace coaching skills. **Journal of Change Management**, 10(1), pp. 61-77

We explain that by signing, whether physically or digitally, the Learner is acknowledging the work submitted is their own, and complies with all MBKB’s policies and protocols. At conclusion of each programme a signed learner statement must be added which will read **‘By the act of making this submission, the learner certifies that this is the work of the learner named above.’**

All work produced will be checked for plagiarism by the TLA and IQA, during visits and sampling. If plagiarism is found, then the TLA or IQA discovering this will inform the CEO. An independent IQA will be assigned to carry out a formal investigation, this IQA will then alert the Awarding Organisation and share their findings. A decision will then be made by the AO. This means that the work *may* have to be completed again and resubmitted.

### **Cheating Policy -**

When a TLA has been assigned an Invigilator role they will be issued with the specific AO guidance and instructions by the lead IQA, for that test. All examinations, including online tests are only to be carried out, in a secure (non interrupted) environment, with an MBKB Invigilator (TLA) 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 6 learners are taking a test, a second invigilator will be allocated.

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

Any concerns will be reported immediately to the lead IQA, CEO and the awarding body. A full internal investigation will take place, the findings of which are shared with the AO, a decision will then be made.

### **Malpractice Policy -**

Malpractice is the deliberate act which compromises the process and integrity of assessment. At MBKB we aim to reduce the risk of this taking place by increasing awareness of Learners, Employers, Staff and key personnel, who may impact on the assessment and training program. We issue this policy as guidance to assist that process.

*Staff Malpractice examples* - Improper assistance to candidates; improving or changing marks for internally assessed work where the evidence is insufficient; Failure to keep assessment evidence secure; Producing falsified testimony; Including for assessment evidence which is not the learners; Allowing impersonation; Falsifying visits / evidence / records/certificates; Fraudulent certificate claims,

*Learner Malpractice examples* - A breach of invigilator instructions, rules and regulations; Copying from another learner or permitting another learner to copy your work; Disrupting an exam or an assessment session; Receiving, passing on information which could aid yourself or another learner in an examination situation (including electronic or no verbal). Making a false declaration of authenticity in assessments and /or coursework; Taking notes into an examination room; Inappropriate, offensive or obscene material in Assessments or coursework; Pretending to be someone else, arranging someone else to take

*Suspected malpractice* - All staff have a responsibility for reporting any suspected incidences of staff or learner malpractice to their IQA. Learners are made aware of the procedure for reporting any allegations of suspected malpractice via the Learner Handbook.

Allegations of suspected malpractice may be made by third party officers too, such as external moderators, verifiers, examiners.

*Staff Allegations* - Should be made to the IQA, or if felt more relevant to preserve the integrity, the allegation can be made directly to the CEO.

*Learner Allegations* – Should be in the first instance, to their TLA, or directly to their assigned IQA if this is more relevant.

We do not tolerate actions (or attempted actions) of malpractice by staff or learners. MBKB investigate all cases of suspected malpractice. Where proven we are fully committed to take appropriate action, including applying disciplinary measures and reporting suspected malpractice to the AO's in order to maintain the integrity of assessment and certification.

### **Maladministration Policy -**

Maladministration may be deliberate or accidental, but can also compromise the assessment process or outcome. At MBKB we aim to reduce the risk of this taking place by increasing awareness of Learners, Employers, Staff and key personnel, who may impact on the assessment and training program. We issue this policy as guidance to assist that process.

Failure to adhere to the regulations of conduct for examinations and controlled assessments; The assignment of inappropriate invigilators; Failure to issue appropriate notices and warnings to learners; Failure to ensure Exam venue confirms to AO regulations; Failure to invigilate in accordance with the AO Instructions; Failure to register learners and apply for certificates within one month of start, and one month of achievement, respectively; Failure to maintain records for appropriate length of time; Failure to ensure security of data and personal information; Failure to report / deal with alleged breaches of MBKB policies, notably the Malpractice; Falsification of evidence, assessments, examination work or certificates. Falsification of Data.

We do not tolerate actions (or attempted actions) of maladministration whether, intentional or accidental, all suspected cases of maladministration are fully investigated by the CEO. Where proven we are fully committed to take appropriate action, including applying disciplinary measures and reporting suspected maladministration to the AO's in order to maintain the integrity of assessment and certification.