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*Highfield*  
**Plagiarism Policy**

## 1. Introduction

- 1.1 This policy outlines Highfield’s approach to identifying and managing cases of plagiarism and is aimed at Highfield Approved Centres as well as training providers and other organisations Highfield may work with for the provision of End-Point Assessment services (“EPA”). For ease of reference, all hereafter are collectively referred to as “Centres”.
- 1.2 This policy applies to Highfield learners and apprentices. For ease of reference, all hereafter are collectively referred to as “learners”.
- 1.3 Learners may be suspected of plagiarism if they:
  - 1.3.1 Submit work not completed by themselves;
  - 1.3.2 Use part of whole assignments of other, past or present, for completion of their own assignment;
  - 1.3.3 are deemed to be copying another’s work under examination conditions;
  - 1.3.4 use content from other sources without due recognition.
- 1.4 Learners may stand accused of plagiarism by the following people:
  - 1.4.1 Examination Invigilator(s)/Assessor(s);
  - 1.4.2 Assignment marker(s);
  - 1.4.3 Highfield External Quality Support (“EQS”);
  - 1.4.4 Highfield EPA Assessors;
  - 1.4.5 Optical Mark Recognition (“OMR”) operator; and/or
  - 1.4.6 Assignment verifier (where applicable).
- 1.5 All cases of suspected plagiarism will be investigated by Highfield. Any required action deemed necessary to maintain the integrity of the qualifications/assessments will be taken. Centres will be informed in writing of the details of each case submitted.
- 1.6 Highfield takes allegations of plagiarism seriously and all reported incidents are stored confidentially at Highfield.

## 2. Centre Procedures

- 2.1 Centres are required to work proactively to help prevent cases of plagiarism. Centres can therefore be expected to:
  - 2.1.1 advise learners of examples of plagiarism and means of identification;
  - 2.1.2 advise learners of the consequences of plagiarism;
  - 2.1.3 advise Nominated Tutors and Assessors of examples of plagiarism; and
  - 2.1.4 ensure authenticity of assignments with close monitoring throughout the duration of the course.
- 2.2 Where Centres suspect cases of plagiarism, the following procedures should be followed:
  - 2.2.1 The Head of Centre should launch a full internal investigation into the allegations of suspected plagiarism in line with the Highfield Malpractice and Maladministration Policy.
  - 2.2.2 The Head of Centre should inform relevant stakeholders of the allegations and advise of actions needed to proceed.
  - 2.2.3 Upon completion of the internal investigation, the Centre should write a written report stating the nature of the allegation and details of the outcome of the internal investigation.
  - 2.2.4 The report must be signed by the Centre Contact as a declaration that the report content provides an accurate description of the incident. It is advised that all supporting materials are submitted to the Highfield Centre Support and Compliance Team with the report.
  - 2.2.5 In cases whereby Centre malpractice may exist, Centres should refer to Highfield Guidance for Malpractice and Maladministration available for download in the member's area of the website.
- 2.3 At all times, Centres must adhere to their Centre Agreement and all Highfield policies and procedures.
3. **Highfield Procedures**
  - 3.1 Once Highfield receives the Head of Centre's report into the suspected case of plagiarism and believes there is a case for plagiarism, the following actions will be taken:

- 3.1.1 The Highfield Centre Support and Compliance Team will consult with the individuals making the allegation and all relevant parties at Highfield's discretion.
- 3.1.2 Should the Highfield Centre Support and Compliance Team decide that the allegations be upheld, Highfield will write to the individual(s) concerned.
- 3.1.3 If all responses have been collated and given thought, and allegations are upheld Highfield will inform the Centre in writing of the decision.
- 3.1.4 If the Highfield Centre Support and Compliance Team decides not to uphold the allegation, Highfield will notify the Centre in writing of the decision.
- 3.1.5 In the event that Highfield upholds the allegation(s), Highfield may not release the learners result(s).
- 3.1.6 In the event that Highfield upholds the allegation and the learner's results have already been released, Highfield will consider revocation of the award/certificate/qualification.
- 3.1.7 If the learner or Centre involved in the allegation wish to challenge the decision made by Highfield, they should do so by writing via the Highfield Appeals Procedure available through the download area of the website.
- 3.2 Highfield will at all times attempt to protect the identity of those making allegations of examination plagiarism.