



**Highfield**

**Qualifications<sup>®</sup>**

[www.highfieldabc.com](http://www.highfieldabc.com)

**Highfield Plagiarism Policy**

## 1. Introduction

- 1.1 Plagiarism is, 'to use another person's idea or a part of his/her work and pretend that it is your own'
- 1.2 Learners may be suspected of plagiarism if they:
  - 1.2.1 submit work not completed by themselves;
  - 1.2.2 use part or whole assignments of other, past or present learners, for completion of their own assignment;
  - 1.2.3 are deemed to be copying another's work under examination conditions;
  - 1.2.4 use content from other sources without due recognition.
- 1.3 Learners may stand accused of plagiarism by the following people:
  - 1.3.1 Examination Invigilator/Assessor;
  - 1.3.2 Assignment marker;
  - 1.3.3 OMR operator;
  - 1.3.4 Assignment verifier (where applicable).
- 1.4 All cases of suspected plagiarism will be investigated by Highfield. Any required action deemed necessary to maintain the integrity of the qualifications will be taken. Centres will be informed in writing of the details of each case submitted.
- 1.5 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 Centre Contact should launch a full internal investigation into the allegations of suspected plagiarism.
  - 2.2.2 The Centre Contact 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 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. **HABC Procedures**
- 3.1 Once Highfield receives the Centre Contact'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 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 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 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.