



# Coláiste Breisoideachas Stigh Lorgan Stillorgan College of Further Education

## Student Assessment Malpractice Policy

### Context

Most of the courses in Stillorgan College of Further Education include College-assessed work that contributes towards final grades e.g. course work, assignments, portfolios and essays. This policy has been established to ensure that no student gains an unfair academic advantage through plagiarism, cheating or collusion. These are forms of academic misconduct. This policy outlines the action the College will take in suspected cases.

### What is Assessment Malpractice?

- Taking someone else's work, images or ideas and passing it off as your own e.g. using the Internet to cut and paste material from a website, or by taking another student's work that has been emailed to you. This is called **plagiarism**.
- **Cheating**, this is, acting unfairly or dishonestly to gain an advantage.
- Agreeing with others to cheat or deceive e.g. by allowing other students to copy your work. This is known as **collusion**.

If a student is discovered or suspected of doing any of the things shown in the list above, the college will investigate and may take disciplinary action against the student.

### Student Obligations:

This is what is expected of all students while attending the College:

- You will only hand in your own original work for assessment.
- You will indicate clearly when you have used information provided by someone else by giving the person's name and where you found the information. For example, if you use someone else's words you will enclose the quote with inverted commas. You will also repeat this information at the end of the piece (this is called a bibliography/references section). The same applies if you have received help. This is the standard practice in the world of learning. You should seek advice and guidance from teachers if you are unsure how to do this properly.

## **Student Assessment Malpractice Policy**

- You will show when you have downloaded information from the internet and copied elements into your own work.
- You will never use material from another student given to you as if it were your own work.
- You will never present someone else's written work, artwork, pictures or graphics (including graphs, spreadsheets etc.) as if they were produced by you.
- You will never let other students use or copy from your work and pass it off as if they had done it themselves. If you are approached by another student to do this, or witness it happening, you should inform your teacher immediately.

### **What will happen if there is evidence of malpractice?**

The member of staff who suspects any form of assessment malpractice will inform the Course Co-ordinator and Deputy Principal. You will be informed of any allegation of malpractice and an investigation will be carried out.

Disciplinary action will depend on how serious the malpractice appears to the investigators. The actions taken by the College, if they believe from the evidence you have done something wrong, may include the following:

#### ***Moderate cases of Assessment Malpractice***

This could include:

- Copying from books/professional work without acknowledgement, which has the effect of making a significant contribution to the overall work.
- Allowing another student to use your work
- Limited copying of another candidate's work (hard copy or from electronic material).
- Evidence of a limited amount of cutting and pasting information from the internet without acknowledgement, passing this off as your own work.

#### ***Possible action taken by the College***

- Your mark or assessment grade may be awarded zero.
- You may not be allowed to take the unit/exam/test again.
- You may have to redo the work under supervised conditions in accordance with an agreed action plan drawn up by the Course Co-ordinator/Deputy Principal.
- You may be given a different assignment to do.
- A First Written Warning may be issued.

#### ***Serious cases of Academic Misconduct***

This could include:

- Extensive copying of textbooks.
- Extensive copying of another candidate's work (hard copy or from electronic material).
- Buying, selling or stealing of work.
- Evidence of extensive use of cutting and pasting information from the internet without acknowledgement.
- Using model internet answers.

## **Student Assessment Malpractice Policy**

- Using past candidates' work from previous years.
- Undue help from outside the College.

### *Possible action taken by the College*

This will depend on the seriousness of what you have done. Any of the following may be given:

- No grade or a zero mark in the test/exam/module may be given.
- You are not allowed to re-sit the exam or test, or you are not allowed to redo the piece of assessed work.
- You are issued a Final Written Warning.
- You are disqualified from your course.

In all cases, a record will be made in your file of the allegation, the outcome and any penalty you are given. This information may be used by the college when it is asked to provide a reference for you.