

The CPL Institute Academic Integrity Policy

Academic misconduct is any action that results in a learner having an improper advantage in relation to their assessment(s) or deliberately disadvantages other learners. Examples of academic misconduct include cheating in exams, plagiarism, presenting falsified or improperly obtained data or being assisted in the presentation of assessment tasks. It can be committed intentionally or accidentally. Learners are responsible for conducting their studies honestly, ethically and in accordance with accepted standards of academic conduct and have a duty to present only their own work for assessment.

Any form of academic misconduct is unacceptable. Cases of alleged academic misconduct are managed in accordance with this policy.

The CPL Institute operates a robust assessment process and ensures that all learners are assessed using fair and consistent assessment procedures. As part of this process, identification of academic misconduct is central to our assessment processes, and assessments are only awarded marks when the learner evidence submitted is the original work of the learner.

The CPL Institute upholds the principle of academic integrity, whereby appropriate acknowledgement is given to the contributions of others in any work, through appropriate internal quotes, paraphrasing and citation references.

Learners should be aware that good referencing is integral to the study of any module and part of good educational practice.

What is academic misconduct?

The CPL Institute understands academic misconduct to be the inclusion of another person's writings or ideas or works, in any formally presented work (including essays, assignments, projects, reports, examinations, oral, poster or slide presentations) which form part of the assessment requirements for a module or programme of study, without acknowledgement of the original source of the material through appropriate referencing.

Academic misconduct is a form of academic dishonesty, where ideas are presented falsely, either implicitly or explicitly, as being the original thought of the learner.

The presentation of work, which contains the ideas or work of others without appropriate referencing and citation in whole or in part (other than information that can be generally accepted to be common knowledge) is an act of plagiarism.

It can include the following:

1. Presenting work written by a third party, including other learners, friends, family, or work sourced through internet services or using an Artificial Intelligence (AI) service such as Chat GPT.
2. Presenting work copied extensively with only minor textual changes from the internet, books, journals, an Artificial Intelligence (AI) service such as Chat GPT or any other source.
3. Improper paraphrasing, where a passage or idea is summarised without due acknowledgement of the original source or copying directly to work.
4. Failing to include references of all original sources and not identifying resources used.
5. Representing collaborative work as one's own and not referring to the team activity.

Plagiarism is a serious assessment offence and although plagiarism may be unintentional, it is defined by the action rather than the intention. All learners must therefore ensure that they complete consistent checks on evidence being submitted for assessment and marking to ensure that the work is their own and appropriate sources are cited as such.

Learners are responsible for being familiar with the CPL Institute policy on plagiarism and are encouraged, if in doubt, to seek guidance from their instructor or from the support team at The CPL Institute. Plagiarism is a serious academic issue, and the CPL Institute will investigate all alleged instances of plagiarism thoroughly.

Securing Assessment Integrity

The CPL Institute has systems and processes in place to ensure the security and integrity of assessment processes, assessment materials, instruments and records. Assessment materials refer to any documentation associated with the planning, conducting and concluding of the assessment process. Examples of assessment material include (but are not limited to):

- Assessment briefs
- Examination papers
- Solutions/Marking schemes/Model answers
- Practical/Skills Demonstration instructions
- Examination scripts
- Learner assessment evidence refers to any assessment evidence (hard copy, soft copy, artefacts, etc.) which forms part of a module or courses assessment.
- Assessment records include paper documentation, certification records, learner records, results sheet, electronic records/files, databases, photos, examination.

The following applies to the management of assessments:

- The CPL Institute Policy on plagiarism and associated procedures will be published, available widely and accessible to all Instructors and Learners.
- All assessments briefings will contain the instruction to use appropriate referencing and citation.
- Educating learners about what constitutes academic integrity. As part of the induction process, learners will receive info on academic integrity.
- Assessments will change occasionally for each module and/or will be rotated on some modules.
- Where assessments are being carried out at practical classes or demonstration of skills, these assessments will be recorded and periodically reviewed by Instructors, internally or by external examiner to ensure consistency of marking. Each learner will identify themselves on the videos as part of their introduction.
- Learners are required to confirm in writing that all assessment work submitted is their own. When assessment evidence is being submitted, the learner is required to complete an assignment submission form. Assignments are **not** accepted if they are not accompanied by the assignment submission form.
- Assignment evidence submitted via email is receipted by the training administrator. Instructors advise learners to retain a copy of all assignments submitted for reference.

- Exams that are conducted online are proctored by the instructor and the learner's camera must remain on at all times.

Suspected Academic Misconduct

Where an instructor suspects assessment malpractice this will be referred to the Training Manager, taking account of the specific context and nature of the case, any of the following courses of action may be followed:

- All material related to the alleged malpractice should be made available to the Training Manager.
- Alleged cases of plagiarism should be examined carefully to establish the facts and relative context of the alleged offence considering the nature and extent of plagiarism as well as the experience of the Learner.
- In all cases of referral, the learner should be informed that their assignment or examination script is under scrutiny as an alleged instance of plagiarism. The Training Manager will outline the grounds of suspicion, a copy of the piece of work and any supporting evidence will be provided.
- Where two or more learners present identical pieces of work, both learners will be informed and their work reviewed. If the learner who plagiarised admits to it, the other learners' assessment work is marked as normal while the plagiarised work receives a zero mark and must resubmit.
- If the outcome of this investigation is that there is no case to answer, then the case is closed, and recorded.
- If required, the learner will be contacted directly and may be invited to attend meeting. The learner is requested to bring all evidence of their work to give them the opportunity to demonstrate that the work presented is their own original work. At the meeting, the concerns are raised with the learner, and the learner is given a fair opportunity to respond. A record of the meeting is maintained.
- The Learner is notified in writing of the outcome including the penalty, if applicable, within 5 working days.
- The learner will be provided with advice about correct referencing and how to avoid plagiarism in the future. The Learner may be required to resubmit the work without any further penalty.
- The Learner has the right to appeal the decision and should do so within five working days of receiving the outcome notice. The process in place for appeals is further outlined in the learner information handbook under Learner Issues/Customer Complaints/Rechecks and Appeals.
- If the learner does not engage with the process, by not responding or by refusing to attend an interview, the learner will be deemed unsuccessful in the assessment.

A judgement is made on the required penalty for a plagiarism offence based on the following criteria:

- a) History of the learner and whether the case is a first, second etc. time offence.
- b) Amount of plagiarism involved (the percentage of the document plagiarised).

- c) Level of Award and Credit weighting.
- d) Value of the Assessment/Assignment.

Plagiarism will not be tolerated by the CPL Institute. If an instructor's/assessor's suspicions confirms that plagiarism has occurred, the learner will be informed and advised of the appropriate actions that will be undertaken:

- Resubmission of the learner work.
- Re-examination of all assessment submissions.
- Removal from programme for continued breaches.
- Recorded on the learner's file.

All queries in relation to our Academic Integrity Policy should be addressed to our Training Manager at support@cplinstitute.com