

## Plagiarism and Collusion

Plagiarism and collusion will not be tolerated. The Plagiarism and Collusion Policy will apply to all assignments submitted for any ABE qualification or unit. All assignments submitted to ABE will be subject to scrutiny using our plagiarism checking software.

### Definitions

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#### Plagiarism

Plagiarism is the unacknowledged use of another person's work.

It takes the form of the reproduction or quotation, without acknowledgement, of the work of others (including the work of fellow learners), published or unpublished, either verbatim or in close paraphrase, including material from computer files or downloaded from the internet. All work submitted for assessment is accepted on the understanding that it is by the learner's own effort without wrongful appropriation of any kind. Learners are expected to offer their own analysis and presentation of information gleaned from research. Any sources or quotations used should be acknowledged and/or referenced in accordance with the appropriate convention.

#### Collusion

Collusion is a form of plagiarism, involving unauthorized co-operation between at least two people, with the intent to deceive. It can take the following forms:

- (a) The conspiring by two or more learners to produce a piece of work together with the intention that at least one passes it off as their own work.
- (b) The submission by a learner of the work of another learner, in circumstances where the latter has willingly lent the former the work and where it should be evident to the learner lending the work that by so doing an advantage is conferred on the other learner. In this case, both learners are guilty of collusion.
- (c) In cases where there is unauthorized co-operation between a learner and another person in the preparation and production of work which is presented as the learner's own.
- (d) The commissioning and submission of work as the learner's own, where the learner has purchased work, or solicited another individual to produce work on the learner's behalf.

## Obligations of Learners

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All learners must be willing on each occasion to sign a declaration that the work they are submitting (coursework, projects, dissertations etc.) is their own work and that they have not knowingly let other learners copy it. Even when this is not required, the assumption is that all submitted work is the learner's own.

Where appropriate, learners are expected to familiarise themselves with and make use of the method(s) of citing other people's work in accordance with the appropriate conventions.

## Plagiarism Checking Software

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A sample of every unit cohort who submit electronic assessment to ABE (including Open Book Exams) will be put through a plagiarism checking software system called Turnitin. Unit assignments are loaded into Turnitin and the software allocates each unit submission a 'score' based on its similarity to other publicly submitted assignments.

Each assignment whose score is in excess of a threshold will be checked and some common sources (those associated with the assignment context and the referencing) will be excluded, lowering the overall score.

The software can determine if an assignment has been copied from another submission and will identify the learner(s) by name, ABE membership number and ABE registered centre, if a learner has passed off another ABE learner's work as their own.

If the assignment submission remains above the threshold for the Level, then that assignment will automatically fail.

Assignments whose scores are on the borderline of the Level threshold (or where the single source percentage threshold is higher than the stated maximum for the Level where the overall headline score is below the Level threshold), then the assignment may either be failed or capped at a pass (by reason of 'poor academic practice', or PAP).

## Outcomes and Penalties

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### Plagiarism

Where a learner's assignment Turnitin score cannot be reduced below Level threshold for Turnitin, the Examiner will award the assignment the mark of **One\***. The learner will need to submit a new assignment.

### Collusion

ABE has a clear policy on collusion within assessments: please see the Malpractice Policy for further information.

Collusion will be investigated thoroughly with centres and learners, and the outcome of the investigation will determine the level of the sanction applied.

Learners whose assignment Turnitin analysis shows links between learner assignment submissions within the same unit between one (or more) other learner(s) will be awarded the mark of **One\*** by the Examiner. The learner(s) will need to submit a new assignment.

ABE takes all forms of assessment malpractice seriously, and repeated attempts of plagiarism or collusion may lead to a termination of membership of ABE.

Any centre which has a high percentage of learners committing academic malpractice (either plagiarism or collusion) in assignments in a single assessment session will routinely be asked to undertake an investigation and to implement an action plan to reduce the incidence of such malpractice in subsequent assessment sessions.

\*The award of a mark of **One** by ABE is to indicate that the assignment has been assessed and run through the plagiarism software by ABE.