CAPITAL SCHOOL BAHRAIN

Malpractice and Plagiarism Policy

DOCUMENT CONTROL	
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1. Aims

- To identify and minimise the risk of malpractice by Learners
- To respond to any incident of alleged malpractice promptly and objectively
- To standardise and record any investigation of malpractice to ensure
- openness and fairness
- To impose appropriate penalties and/or sanctions Learners where incidents (or attempted incidents) of malpractice are proven
- To protect the integrity of the Academy and BTEC qualifications.

2. Education and Training

The Academy will take all appropriate measures to ensure that Learner work is their own and that plagiarism and other forms of cheating have not taken place. The Academy will also take appropriate action where plagiarism is detected. The Academy is committed to the prevention of plagiarism and malpractice by; -

- the training of staff in plagiarism prevention and detection
- informing Learners upon approving them of the methods being used to aid detection and the penalties imposed by the Academy in the event that malpractice is proven
- ensuring that Learners are properly instructed in what constitutes fair practice and appropriate referencing by showing them appropriate formats to record cited texts and other materials or information sources including websites
- asking Learners to declare that the work is their own
- asking Learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- verifying the identity of a Learner before taking an examination
- taking disciplinary action as appropriate including reporting the alleged malpractice to the relevant Awarding Body

3. Responsibilities

It is the responsibility of all Learners and staff to ensure that Learner work submitted for purposes of assessment is their own work.

It is the responsibility of Learners:

- To ensure that work submitted for purposes of assessment is their own.

- To ensure that the words and arguments of others are appropriately cited and referenced.

Plagiarism includes copying materials from other Learners past or present; from written sources; from the Internet or from any other source; whether this is through cutting and pasting, rewriting or by any other means. Changing a few words within a copied piece of text does not render the document original and still counts as plagiarism. Work submitted by Learners must be their own unless it is specifically indicated within the text

through appropriate referencing that this is not the case – or where originality was clearly not a requirement of the assessment being undertaken.

It is the responsibility of teaching staff:

- To explain to their Learners the unethical nature of plagiarism
- To make clear to Learners our policy on malpractice and plagiarism and the consequences of failure to comply
- To ensure that Learners have the knowledge and skills required to enable them to cite and reference appropriately

4. Investigation and Penalties

The Academy will investigate all suspected instances of plagiarism and malpractice. We will make the Learner fully aware in writing at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.