



## BWYQ Guidance on Plagiarism for Centres

Plagiarism is taking the work or ideas of others and presenting them as your own.

The JCQ General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures define plagiarism as:

*unacknowledged copying from or reproduction of published sources or incomplete referencing.*<sup>1</sup>

The *Ofqual Handbook; General Conditions of Recognition* addresses plagiarism in Condition A8: Malpractice and Maladministration, but it should also be considered in light of Condition G: Setting and Delivering the Assessment and Section H: From Marking to Issuing Results.

Learners plagiarise for a number of reasons.

It may be that they are not aware that what they are doing is plagiarism or are unfamiliar with correct reference methods, such as using quotation marks around direct quotes and citing the source of a quotation or idea used in their work. For more information on referencing see BWYQ Referencing Guidance (2022).

Alternatively, they may not have left themselves enough time to complete the necessary research and reading in order to complete the assessment themselves.

Using online resources for coursework is common practice, however learners sometimes do not reference sources correctly or keep accurate records of the websites that they have accessed during their research. There are also a number of websites that offer completed course work and essays for a fee. Often learners are not aware that this form of plagiarised work can be tracked.

### Response to Plagiarism

Tutors and assessors authenticate submitted students' work as being original and solely the work of the Learner named (who will have also signed a declaration to that effect).

Any plagiarism that is identified prior to the authentication documents being signed should in the first instance be addressed in line with Centre Plagiarism, Malpractice/Maladministration and/or Sanctions policies.

If these procedures are exhausted, or if plagiarism is identified after the declarations have been signed, then BWYQ 017 Malpractice & Maladministration and BWYQ 018 Sanctions policies and procedures will be implemented.

Current BWYQ policy documents are available to centres via the 'fact sheets' section of the BWYQ qualifications web page: [http://www.bwyq.org.uk/information/74/About the BWYQ.htm](http://www.bwyq.org.uk/information/74/About%20the%20BWYQ.htm) (link active November 2022).

## Preventing Plagiarism

The following guidelines will assist a centre in establishing their policies and procedures related to plagiarism.

In order to prevent plagiarism Centres and tutors and assessors should:

- Raise learner awareness of plagiarism during induction and throughout the course.
- Emphasise the importance of creating authentic work that is the learners' own and reiterate.
- Outline the consequences of plagiarising.
- Include guidance notes on plagiarism in student and course handbooks, including information about referencing styles and tools.
- Reinforce to learners what it means when they sign the declaration of authenticity and learning agreements.
- Give clear guidance about the use of sources, including the use of websites, i.e. candidates must provide details of any web pages from which they are quoting or paraphrasing. There is no single standard way of acknowledging sources but the use of inverted commas, indented quotations, acknowledgement of the author, line/page number, title of source, indicate that the candidate is using a source. The method used should be unambiguous and consistent.
- Ensure that enough time is allocated for assessments to be completed and that adequate support is in place, including processes to support the application for extension to deadlines in the right circumstances, within agreed timescales.
- Ensure that course work and assessments undertaken in previous years by other learners are not resubmitted by current candidates as their own work. The security of learners' earlier work is of great importance. Any previous work issued to learners for reference purposes should be carefully monitored.
- Not accept work without further investigation if plagiarism is suspected.

Learners should be directed to the sections on plagiarism and referencing in the learner guidance/assessment handbooks for their course.

There are a number of books and also web resources<sup>2</sup> that cover referencing and plagiarism.

Further guidance is available from the BWYQ Operations coordinator, [bwygcoordinator@gmail.com](mailto:bwygcoordinator@gmail.com)

=====

- 1) Jcq (2018) *Plagiarism in Assessments; Guidance for Teachers/Assessors*, p.2 [Online] <https://www.jcq.org.uk/wp-content/uploads/2019/04/Plagiarism-in-Assessments.pdf> [Accessed 10/12/2021].
- 2) Ibid., pp. 11-12 [Online] <https://www.jcq.org.uk/wp-content/uploads/2019/04/Plagiarism-in-Assessments.pdf> [Accessed 10/12/2021].

Document History		
Date	Author	Action
October 2015	BWYQ Operations Coordinator and Responsible Officer, Amanda Buchanan	Reviewed and revised
December 2016	BWYQ Operations Coordinator and Responsible Officer, Amanda Buchanan	Reviewed and revised
November 2020	BWYQ Operations Coordinator	Reviewed and revised
December 2020	BWYQ Directors	Approved

<i>November 2021</i>	<i>BWYQ Operations Coordinator</i>	<i>Reviewed</i>
<i>December 2021</i>	<i>BWYQ Directors</i>	<i>Approved</i>
<i>November 2022</i>	<i>BWYQ Operations Coordinator</i>	<i>Reviewed and revised</i>
<i>December 2022</i>	<i>BWYQ Directors</i>	<i>Approved</i>