

## **S.V.Q. AWARDS PLAGIARISM POLICY**

### **DEFINITIONS OF PLAGIARISM:**

- Passing off someone else's work as your own
- Using an attractive phrase or sentence you have found but not crediting the author
- Borrowing statistics from another persons work
- Downloading or copying pictures, diagrams or photographs without acknowledging your source

**Plagiarism can be committed by a candidate, an assessor or verifier or the author of an expert witness**

### **ARC SCOTLAND'S VIEW ON PLAGIARISM:**

Plagiarism is cheating, and therefore ARC Scotland consider plagiarism as a very serious offence and will apply stiff penalties if it is investigated and proven.

### **PROCEDURE TO BE UNDERTAKEN IF PLAGIARISM IS SUSPECTED:**

- The person who initially suspects that plagiarism may have taken place should in the first instance raise this with the person suspected. It may be an entirely innocent mistake that can be rectified by simply identifying the source of information or clarifying authenticity.
- If step one above does not satisfactorily resolve the situation, the person suspecting must report their suspicion to the investigating officer, which is routinely the Training Manager (or if this is inappropriate, the ARC Scotland Director), providing details of what has been discussed in step one.
- The investigating officer will investigate the situation and decide a course of action. This may include seeking guidance from the awarding body and may result in more serious action, depending on the circumstances and the level of breach of trust. For example, a candidate may be withdrawn for the SVQ or PDA course, or an assessment practitioner disciplined for misconduct.
- The investigating officer will document all stages of the investigation and inform the affected parties of outcomes promptly.
- A person suspected of plagiarism is entitled to appeal against the final decision. If this course of action is intended, the appellant must inform the investigating officer of their intention to appeal within 28 days of receiving the decision.

I confirm that I have read and understand the consequences of plagiarism.

