

NI Post Qualifying Education and Training Partnership

Assessment Panel **Policy on Plagiarism**

November 2002

Policy Context

For the purpose of this policy, plagiarism is defined, as: where any candidate includes, in a mode of assessment, unacknowledged and verbatim, substantial material which has been produced by another person.

This definition includes unpublished work, for example, other people's portfolios and dissertations.

Plagiarism which is agreed by both Assessors to be brief should not lead to suspension of assessment but the matter should be raised within the assessment report.

Where substantial plagiarism is suspected, the Assessors will suspend assessment and report the matter to the Assessment Panel. The Assessment Panel will suspend the assessment decision and set up a Plagiarism Sub-Group.

Candidates must ensure that all verbatim material taken from another person is acknowledged, eg., if taken from a book or article, is referenced and page numbers are given for all direct quotes. Candidates may be breaking the law if material is used that was written by someone else without acknowledging the original author. (Guidelines on how you should reference can be accessed in Appendix 1.)

In the event of suspected substantial plagiarism

The candidate will be informed in writing that the assessment of the portfolio has been suspended pending an investigation of suspected plagiarism, the detail of which will be outlined. The candidate will be asked to forward an explanation in writing to the Chair of the Assessment Panel within 14 working days. The Chair of the Quality Assurance Board and the candidate's Agency Representative on the Management Board will be copied this correspondence.

After 14 working days and within 28 working days a Plagiarism Sub-Group, consisting of the Chair of the Assessment Panel, an appropriate Assessment Panel member and the candidate's Agency Representative on the Management Board, will be convened by the Chair of the Assessment Panel and consider the nature of the suspected plagiarism and the candidate's explanation (if any).

The assessor who suspected the plagiarism will attend to provide relevant information.

The candidate will be invited to attend the meeting of the Sub-Group.

The Sub-Group will report to the Assessment Panel with conclusions.

The Assessment Panel will establish:

- (i) if plagiarism has occurred or not
and
- (ii) in the case of not finding plagiarism – assessment will proceed and will be completed within 28 working days
- (iii) in the case of finding plagiarism – action to be taken from the options outlined.

Options in the Event of Plagiarism:

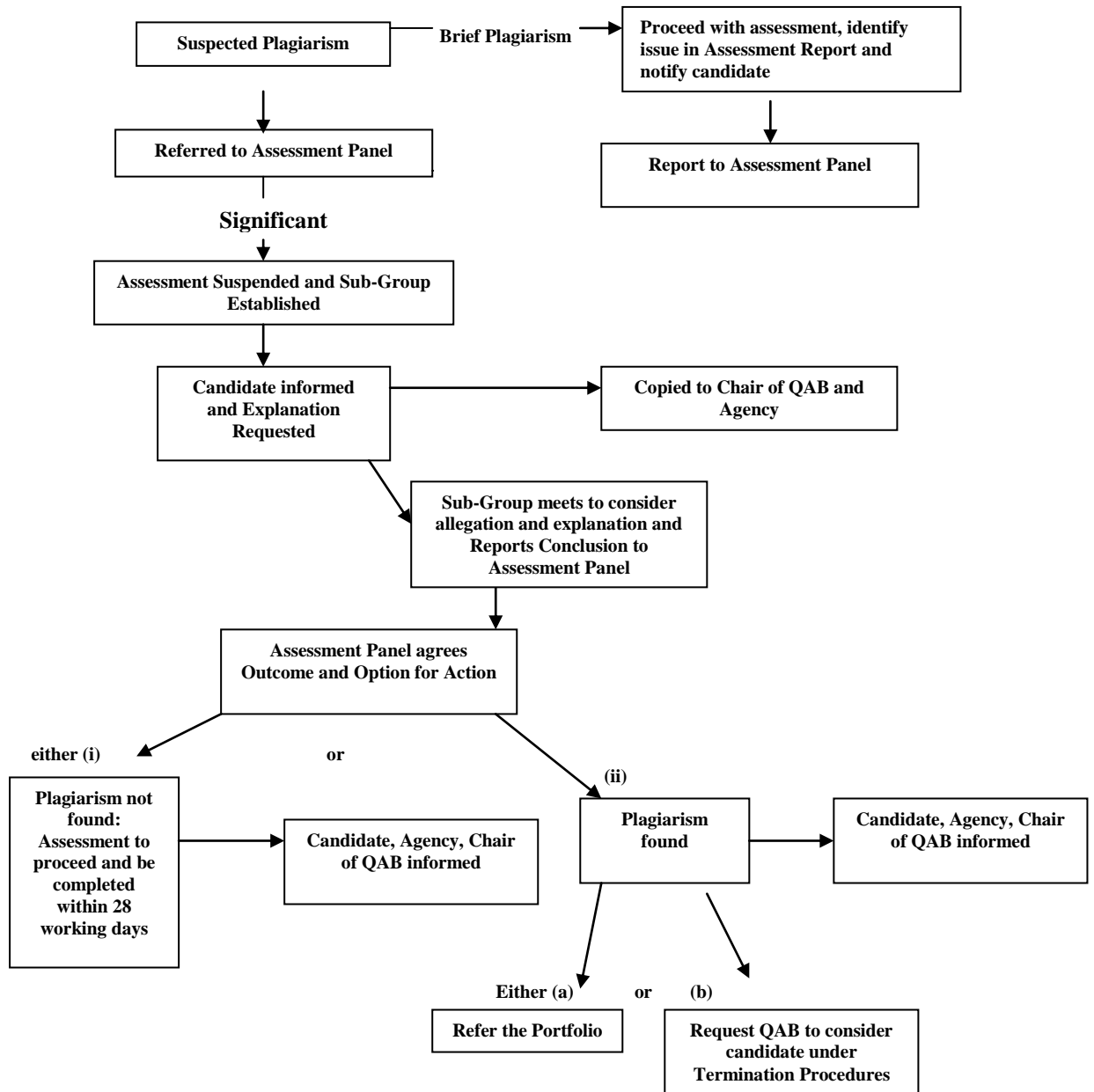
- a) refer the portfolio;
- b) request the Quality Assurance Board to consider the candidate under Termination Procedures as serious misconduct.

The Assessment Panel will communicate all decisions in writing to the candidate and the candidate's Agency Representative on the Management Board within 7 working days.

The candidate has the right of appeal of decisions of the Assessment Panel through the existing appeals procedure.

The candidate may also appeal any decision made by the Quality Assurance Board to the Management Board who will establish an Appeals Committee consisting of an Independent Chair and a membership not otherwise involved in the decisions taken in relation to the case.

Figure 1: Process for Dealing with Suspected Plagiarism



Appendix One

Referencing Guidelines

You must acknowledge your sources. Evidence, quotations, ideas and concepts should be carefully attributed to their sources. There are two elements to the referencing system we suggest that which goes **in the text** of your essay and that, which goes **in the references** at the end.

In the Text

- a) If the author's name is mentioned, follow it with the year of publication – For example: 'As Chiesa (1998) makes clear ..'
- b) If you are quoting from an author, you must provide a page no(s) directly after the quote, and bracket them – (Chiesa, 1998, p.43).
- c) If the author's name is not in the text, add this to the year in the following brackets – 'As recent research (Chiesa, 1998) makes clear ...'
- d) Where there are dual authors give both last names. Where there are more than two, give the first name and 'et al'.
- e) Separate a series of references with semi-colons and enclose them in one pair of parentheses – (Chiesa, 1998; Walsh, 1997).

In the References

The references should contain a list of all material used and referred to in your text, arranged alphabetically by author, and where you have more than one work by an author by date.

- a) If the material is a book, give the author's surname, and first letter of each forename, date of publication (in brackets), full title, location of publisher and name of publisher –
Wodarski, J.S. & Thyer, B.A. (Eds.) (1998) Handbook of empirical social work practice. (Vol.2). Chichester: John Wiley & Sons, Inc.
- b) If the material is a journal article, give author, date, title article, name of journal, volume and part numbers for the journal, and the number of the first and last pages of the article –
Hegarty, M. (1993). Women deserve more. Irish Social Worker, 11, 8-9.
- c) If the material is from a collection –
Brown, H.C. (1991). Lesbians, the state and social work practice in M. Langan and L. Day (Eds.) Women, oppression and social work: Issues in anti-discriminatory practice (pp. 201-219). London: Routledge.

Government Publications

Government publications should be referenced in the normal way, although there is often a problem in identifying the equivalent of 'the author'. The author may be a Department (Northern Ireland Office, Department of the Environment); a semi-autonomous body such as the Equal Opportunities Commission; or it may be a commission or inquiry. In the last case, it is legitimate to use the chairperson's name (event though that is not part of the official title of the report) – (Beveridge Report, 1942).

It is difficult to lay down rules for the presentation of government publications in the references except to say that you should be as specific and as detailed as possible. If it is a command paper, give the command paper number: if it is a House of Commons paper give the session dates and the page number. The following examples should convey the idea:

DHSS(NI) (1986) *The Mental Health (NI) Order, 1986*. Belfast: HMSO

DHSS(NI) (1995). Promoting social welfare: Annual report of the child inspector. Belfast: Social Services Inspector for Northern Ireland.

Additional points

You must always cite the actual material read. If you want to acknowledge Weber's ideas on charisma and you have read about those ideas in another book (such as a first year text like Haralambos' Sociology), then you cite Haralambos and not Weber – 'The notion of charisma was introduced to sociology by Weber (Haralambos, 1980) ...' Do not pretend to have read things that you have not read.

The year of publication is found on the reverse of the first page of a book. Use the latest date given on that page and not the copyright date if there have been subsequent editions and reprints.

Note that this system of putting a 'key' to the location of your source into the text and then completing the information in the references will only work if you check that anything cited in the text is actually listed in the references.

Compiling your references is only a chore if you forget to collect the information when you are reading the sources. Get into a habit of noting the bibliographical details of everything you read and remember to note the numbers of the pages that you take notes from.