

WILTSHIRE POLICE FORCE POLICY



Assessment Malpractice, Maladministration and Plagiarism Policy

Effective from: September 2017
Last Review Date: (date to be changed after each review)
Version: 1.2
Next Review Date: September 2020

POLICY STATEMENT

This policy summarises the management of assessment malpractice /maladministration within the Wiltshire Police framework:

- Malpractice/maladministration involves those acts which undermine the integrity and validity of assessments, including plagiarism, the certification of qualifications and/or damage the authority of those conducting the assessment and certification.
- Wiltshire Police does not tolerate actions or attempted actions of malpractice/maladministration/plagiarism by candidates or assessors.
- All Wiltshire Police assessors will be vigilant regarding all forms of assessment malpractice and will deal with this in an open and fair manner.

The Assessment Manager will supervise investigations resulting from allegations of malpractice/maladministration/plagiarism and will inform candidates and staff suspected of malpractice/maladministration and plagiarism of their rights and responsibilities.

Candidate malpractice/plagiarism:

This may include:

- copying others work
- pretending to be someone else
- fabrication of evidence
- altering certificates

Centre Staff malpractice and maladministration:

This may include:

- producing falsified witness statements
- misusing conditions for special learner requirements
- failing to keep learner computer files secure
- fraudulent certificate claims
- falsifying records

Malpractice, maladministration and plagiarism discovered by the NVQ Centre:

Incidents of malpractice/maladministration/plagiarism will not be tolerated by Wiltshire Police and will be reported to the awarding body.

Centre Policy and Procedures:

- Wiltshire Police will inform an individual they feel has been involved in malpractice in writing; making the individual aware of the possible consequences should malpractice be proven.
- The individual will be given the opportunity to respond, preferably in writing, to the allegations made.
- Wiltshire Police will also inform the individual of the appeal procedure should a judgement be made against them.
- Individuals who are deemed to have undertaken malpractice or plagiarism will fall under the Wiltshire Police disciplinary procedure and disciplinary proceedings will be initiated.
- Depending on the outcome of investigations by Wiltshire Police, certificates may be recalled, and declared invalid.

PLAGIARISM

Part of the assessment process is to assess whether a candidate has a clear knowledge and understanding of the learning outcome being answered.

In levels 4 and 5 you will see that at least the first learning outcome ask you to show that you 'Understand....' For example in CB3 and CC5 learning outcome one asks that you show you 'Understand the legal and organisational requirements' You will do this by answering the questions 1.1, 1.2 and so on.

The learning outcomes that start with 'Be able to...' mean that you will prove your competence in that area through evidence such as observation by an assessor, a witness testimony, work products and so on.

However, it is clear that candidates are researching the 'understand' areas and including large parts of the researched material in their answers (whether referenced or not) without putting an explanation of what they think it means in their own words.

There are two issues with this:-

- You could inadvertently commit plagiarism
- This does not show **YOUR** understanding of the subject area and therefore your assessor will be unable to assess your work.

There are severe consequences for those found to be deliberately plagiarising their work as detailed above.

WHAT IS CONSIDERED PLAGIARISM?

- Submitting someone else's work as yours
- Copying without giving credit to the original -this does include copying feedback into your work that your assessor has given you
- Failing to use quotation marks
- Where a large part of your work is copied from a source, whether it is referenced or not.

More examples can be found at <http://www.plagiarism.org/understanding-plagiarism>

HOW YOU CAN AVOID PLAGIARISM

If large parts of your answer are copy and pasted/borrowed etc. and not referenced or cited you are likely to fall foul of the plagiarism rules and the subsequent consequences.

When using 'borrowed' material put it in quotation marks and make it clear where it has come from. For example:-

The Wiltshire Police Assessment Policy states "Individuals who are deemed to have undertaken malpractice will fall under the Wiltshire Police disciplinary procedure and disciplinary proceedings will be initiated."

You will then need to put a short explanation of what this means to you (YOUR understanding), for example:-

This would mean that I am reported to Professional Standards and potentially lose my promotion.

You will also need to acknowledge the source, so in this case it can just be a link to the document and refer to the page number:-

http://firstpoint/deptinfo/dcc/people/landd/landd_P_docs/Wiltshire_Police_Assessment_Policy.pdf

For more information and help on preventing plagiarism:-

<http://www.plagiarism.org/understanding-plagiarism>

As a member of CMI you have access to the Management Direct site. Under the Study Support tab there is a section on assignment support and gives guidance on referencing and avoiding plagiarism.

<https://members.md.cmi.org.uk/Content/StudySupport>

Contact your assessor if you are still unsure and remember:-

YOUR WORK WILL NOT BE ASSESSED AND SIGNED OFF IF YOU USE OTHER PEOPLE'S MATERIAL AND DO NOT SHOW YOUR OWN UNDERSTANDING OF THE RELEVANT CRITERIA OUTLINED IN THE LEARNING OUTCOME.

POLICY AIM

The specific aims of this policy are to clarify assessments and what constitutes Malpractice, Maladministration and Plagiarism.

APPLICABILITY

All police officers and police staff, including the extended police family and those working voluntarily who are completing a qualification.

LEGAL BASIS AND DRIVING FORCE

The driving force behind this policy is the promotion of fairness and transparency within the attainment of qualifications.

RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS

AUTHORISED PROFESSIONAL PRACTICE

There are no associated Authorised Professional Practice areas at present.

DATA PROTECTION

Any information relating to an identified or identifiable living individual recorded as a consequence of this policy will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the [Force Data Protection Policy](#).

FREEDOM OF INFORMATION ACT 2000

This document has been assessed as suitable for public release.

MONITORING AND REVIEW

This procedure will be reviewed every three years in the light of any national policy or procedural change or at such other times as may become necessary or resulting from PSD lessons learned.

WHO TO CONTACT ABOUT THIS POLICY

The Head of People Development is responsible for this policy. All queries relating to this policy should be directed to the People Development Department.

DOCUMENT ADMINISTRATION

Ownership:

Department Responsible: People Development
Policy Owner/Author: Karen HOWLETT /
Technical Author:
Senior Officer/Manager Sponsor: ACO Business & People Development

Revision History:

Revision Date	Version	Summary of Changes
Sept 2017	1.2	Addition of reference and text on plagiarism
May 2018	1.2	Data Protection section amended to reflect implementation of GDPR and new DPA.

Approvals:

This document requires the following approvals:

Name & Title	Date of Approval	Version
Continuous Improvement Team		
SCT/ACC/ACO* *(Delete as appropriate)		
JNCC (Not required for all policies)		

Distribution:

This document has been distributed via:

Name & Title	Date of Issue	Version
E-Brief		
Email to relevant affected Staff/Officers		
Other: (state method here)		

Diversity Impact Assessment:

Has a DIA been completed? If no, please indicate the date by which it will be completed. If yes, please send a copy of the DIA with the policy.	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:
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Consultation:

List below who you have consulted with on this policy (incl. committees, groups, etc):

Name & Title	Date Consulted	Version

Implications of the Policy:

Training Requirements

None

IT Infrastructure

None