



## 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

### **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 candidate. It may be an entirely innocent mistake that can be rectified by simply identifying the source.
- If step one above does not satisfactorily resolve the situation, the assessor or verifier must report the suspicion to the Training Manager, providing details of what has been discussed in step one.
- The Training Manager will investigate the situation and decide a course of action. This may include seeking guidance from the awarding body and may result in the candidate being withdrawn from the course.
- The Training Manager will document all stages of the investigation and inform the candidate of outcomes promptly.
- The candidate is entitled to appeal against the final decision. If this course of action is intended, the candidate must inform the Training Manager of their intention to appeal within 28 days of receiving the decision.

**I HAVE READ THE ABOVE AND UNDERSTAND THE CONSEQUENCES OF PLAGIARISM:**

.....(CANDIDATE)