



CHEATING & PLAGIARISM POLICY

September 2018

1. INTRODUCTION

This policy applies to any and all participants in IFA Qualification(s); learners, Centres, their staff and any additional site personnel. This policy aims to desist learners from engaging in cheating and/or plagiarism and to reduce the number of related malpractice and maladministration investigations by increasing overall awareness and understanding. The IFA hopes that by improving awareness Centres will avoid possible sanctions and learners being withdrawn from IFA Qualification(s) as a result of cheating. All incidents will be recorded on the Centre's record and monitored on an annual basis.

2. CHEATING

Cheating is the intentional action of acquiring someone else's work and passing it off as your own regardless of whether this is with or without consent. Cheating is also, obtaining or attempting to obtain, or aiding another to obtain, credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes but is not limited to: lying; copying from another's test or examination; discussion at any time of answers or questions on an examination or test; taking or receiving copies of an exam without the permission of the teacher; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled learner to represent them.

3. PLAGIARISM

Plagiarism is passing off someone else's work as your own by changing words however retaining the same meaning without acknowledging the originator. Markers of examination papers and IFA Quality Assurance Assessors will be looking to identify any trends and similarities in examination paper answers and presented coursework. To ensure learners are aware of what constitutes plagiarism and to assist teachers to identify plagiarism we have provided the following examples as a guide:

- Copying another person's work in part or full
- Submitting work which is not solely yours
- Asking someone to do your work for you
- Copying from the internet
- Lack of, or incorrect use of, references

We advise all learners to prepare their coursework in advance of examinations and to be especially careful of their methods of gathering their research evidence and identifying sources correctly.

4. CENTRE RESPONSIBILITIES

Centres are responsible for taking all necessary measures to reduce the likelihood of cheating and plagiarism to safeguard their training staff and learners. This includes:

- Ensuring that all those involved in Qualification(s) delivery are familiar with this document.
- Ensuring teachers are not present in the room during internal mock examinations to reduce the possibility of providing any prompts to learners.

- Ensuring interpreters are free from conflict of interest and therefore could not be accused of providing leading prompts and/or answers to learners during internal mock examinations.
- Ensuring there is more than one person present during internal mock examinations to monitor learners.
- Ensuring there is adequate spacing between learners to remove the temptation to cheat during internal assessments and learning time (during externally invigilated examinations the IFA Quality Assurance Assessor may request changes to room layout).
- Ensuring there are rules in place so that learners' coursework projects are not undertaken collaboratively.
- Being aware, and taking action in suspected cases of plagiarism.

In any event the same principles applied during IFA externally invigilated examinations should be applied during in-house assessments.

Other forms of cheating include:

- Claiming certificates under a different name and lack of evidence of name change.
- Accepting learners who do not meet the prerequisite requirements for entry onto Qualification(s).
- Unauthorised amendment, copying or distributing of IFA examination papers. All examination papers are collected at the end of an exam by the invigilator and sent back to the IFA (even those unused due to non-attendance). If a Centre is found in possession of copies of an IFA examination paper, this constitutes malpractice.
- Taking pictures of examination papers and/or posting examination questions online or entering into discussions online regarding examination questions or by any other medium where it could be viewed by others and therefore give an unfair advantage to other learners.
- Exemption claimed in error due to falsified certificates.

5. IFA EXTERNALLY INVIGILATED EXAMINATIONS

An invigilator or Quality Assurance Assessor and other IFA representatives if necessary (due to group size) will always be present during IFA externally invigilated examinations to ensure cheating does not take place.

Examples of cheating during externally invigilated examinations include:

- Copying or reading another learner's examination answers during a theoretical examination

- Prompts written on the learner's hand
- Muttering or signalling in any way to another learner
- Use of mobile phones or textbooks
- Purposely allowing another learner to view your work
- Turning over examination papers before advised (going against direct instruction by the IFA Quality Assurance Assessor to gain an unfair advantage over other learners)
- Continuing to write after the examination has finished (going against direct instruction by the IFA Quality Assurance Assessor to gain an unfair advantage over other learners)
- Assuming the identity of another learner or having someone assume your identity
- Using a model who is a relative, peer, friend or acquaintance of a learner that could possibly encourage or guide the learner during their practical examination/assessment
- Using an interpreter who is a relative of a training staff member or a learner that could therefore possibly influence the answers provided to the examiner during a practical assessment
- An interpreter or model who has shares in the Centre's business that may be awarded a contract to do work or provide services for the Centre dependent on the outcome of the examination/assessment
- Presenting coursework that isn't the learner's own work, which may have implications for the tutor also, who must verify learner's coursework before entering them into examinations.

Please note this list is not exhaustive.

NB. All Centre owners will sign the Conflict of Interest Assessment Declaration Form on behalf of their chosen interpreter and models and supply this to the Quality Assurance Assessor at the start of the practical examination.

6. CONSEQUENCES OF CHEATING

If it becomes apparent that a Centre or learner has knowingly contravened this policy this will amount to malpractice.

The IFA does not tolerate cheating in examinations. Cheating will lead to immediate disqualification of the learner from the examination and withdrawal from an IFA Qualification, and dependent on the nature of the breach and outcome of the investigation, sanctions may also be applied to the Centre.

Once a learner has been disqualified they will not be able to take the examination or continue on an IFA Qualification(s) or be an IFA member at any time in the future. No appeal will be granted in the case of a learner who is found to have cheated.