

# AVOIDING MALPRACTICE IN ASSESSMENTS (A STUDENT GUIDELINE) – No PPGU02



Prepared by:

Quality Team

Approved By:

Vice Principal (People & Performance)

Dundee and Angus College defines assessment malpractice as –

## 1 PLAGIARISM

Copying someone else's assessment work and presenting it as your own is cheating and is called plagiarism. You should not pretend work is your own if:

- the assessment work was prepared by someone else
- it is work that you copy from a book, essay bank, magazine or website etc
- it is work prepared by someone else who has previously sat the subject

Your lecturers will make clear to you what is required to complete your assessments and will identify the College and Awarding Body (eg SQA) requirements for you to pass. You will find additional information on the relevant Awarding Body's website or your lecturer will provide you with a copy. Lecturers are experienced within their subject and will have knowledge of many of the sources of work. If you copy, they are likely to recognise it.

Resources are available to help you to reference materials effectively.

The College uses an electronic system called Turnitin. This scans an extensive database of sources, including the internet and the work of other students. Turnitin will identify the percentage of the content submitted which has been copied from other sources.

There are some simple rules you can follow when submitting work where you have used other sources:

- use quotation marks around text that is not your own words
- acknowledge the source
- use Turnitin software to confirm the originality of your work

## 2 COLLUSION

Working with another student on an assessment that you should be doing on your own, or sharing your work with someone else, is a form of cheating called collusion. If you complete your work digitally you should not use another student's document.

If someone in your class is unsure or having difficulty you should suggest that they speak with the class lecturer.

## 3 MISCONDUCT

During an assessment task or in an examination you should not cause disruption to other students. This may include disruption caused by - talking, shouting, abusive or aggressive behaviour/ language or using a prohibited device.

You should listen carefully to instructions given prior to an assessment task or examination.

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## 4 OFFENSIVE CONTENT

You should show respect when producing assessment evidence and should not include rude, abusive, offensive, or discriminatory content. You can find the College's Equality and Diversity Policy on the website ([www.dundeeandangus.ac.uk](http://www.dundeeandangus.ac.uk)).

## 5 IDENTITY

You may be asked to show a form of photographic identity prior to the assessment or examination commencing in order that your identity can be confirmed.

## 6 UNAUTHORISED AIDS

During an assessment you should not be in possession of any device or material that would give you an unfair advantage. This includes teaching notes (unless these are expressly permitted), mobile phone or other digital device etc. The use of headphones or listening to music is forbidden during an assessment (except where expressly agreed through Alternative Assessment Arrangements).

## 7 MALPRACTICE – WHAT PENALTIES MAY APPLY?

If it is suspected that you have broken the rules above, the College will conduct an investigation. If the investigation confirms that you have broken the rules, the College will then decide on the appropriate penalty. This may affect the outcome of your assessment and/or qualification and/or impact on your ability to continue to study at the College. The relevant Awarding Body may have to be informed. You will have a right of appeal against any finding of malpractice made against you.

## 8 REFERENCES

[Malpractice Policy - PP04](#)

[Malpractice Process - PPSP12](#)

[Malpractice Reporting Form - MALP01](#)

[Positive Behaviour Management Policy - LS02](#)

[Positive Behaviour Management Process - LSSP01](#)

[SQA Malpractice: Information for centres](#)