

AVOIDING MALPRACTICE IN ASSESSMENT (A STUDENT GUIDE) – PPGU02

Prepared by:	G Graham	Issued by:	R Henderson	Issue Date:	24/03/15
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Dundee and Angus College defines assessment malpractice as –

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.

Online training is available for you on MyLearning and student workshops are available throughout the academic year 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.*

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 electronically on a computer you should not use another student's file.

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

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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 an electronic device.

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

Offensive content

You should show respect to all in the production of assessment material and should not include rude, abusive, offensive or discriminatory language. The College's website (www.dundeeandangus.ac.uk) identifies the College's Equality and Diversity Policy and we ask that you respect individuals within your assessment submissions.

Identity

You may be asked to show your student identity card prior to the start of an assessment or examination so that your name can be confirmed.

Unauthorised aids

During an assessment you should not possess anything that would give you an unfair advantage. This includes teaching notes (unless these are expressly permitted), mobile phone or other electronic aid etc. The use of headphones or listening to music is forbidden during an assessment (except where expressly agreed through Alternative Assessment Arrangements). Your lecturer or invigilator will give you guidance on the materials you will need to successfully pass your assessment.

Malpractice – What Penalties may apply?

If it is suspected that you have broken the guidelines above, the College will conduct an investigation using the Positive Behaviour Management Policy. If you have broken the guidelines 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 (eg SQA, City and Guilds) may have to be informed.