

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



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| Prepared by: | Quality & Enhancement Team | Approved By: | Vice Principal Support Services<br>& Operations |
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## 1 WHAT IS ASSESSMENT MALPRACTICE?

Dundee and Angus College define assessment malpractice as any action or behaviour which may compromise the integrity or fairness of assessment or certification.

This includes plagiarism, collusion, misconduct or the misuse of Artificial Intelligence (AI) and digital technologies.

## 2 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 including contract cheating (paying someone else to do your work)
- It is work you copy from a book, essay bank, magazine, website or the use of Artificial Intelligence tools (AI), including Microsoft Copilot and any other AI tools, where their use has not been authorised for the assessment.
- It is work prepared by someone else who has previously completed the subject

Your lecturers will make clear to you what is required to complete your assessments and will identify the College and Awarding Body (e.g. Qualifications Scotland ) 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 it, they are likely to recognise it.

Resources and referencing guidance are available to help you use sources correctly and to reference materials effectively.

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

### 2.1 Using Artificial Intelligence (AI)

- You must only use AI tools if your lecturer has said it is acceptable for that assessment.
- Your lecturer will explain the level of AI use permitted for each assessment using the College AI Assessment scale.
- Some assessments, including Qualifications Scotland Communication units, do **not** allow the use of AI for spelling, grammar, editing or writing support. In these cases, all work must be entirely your own.
- Where AI is permitted, you may use it responsibly for learning support (for example, grammar correction, accessibility tools or idea generation).
- If AI use is permitted, you must declare the tool used, explain how it supported your work and reference it in line with the College guidance and assessment requirements. Using AI to generate or substantially write your work without declaration will be treated as plagiarism.

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- You must not submit content produced by AI as your own or use AI tools during exams or assessments unless explicitly permitted as part of your assessment arrangements.

## 2.2 Digital Security and Academic Integrity

- Keep your work and login details secure – do not share passwords or allow anyone else to access your online learning or assessment accounts.
- Do not try to access or share assessment materials that are not yours.
- Do not upload personal, confidential or sensitive information relating to yourself, other learners, staff or the College into AI tools
- Do not use bots or automated tools to impersonate another learner or to complete assessment tasks.

## 2.3 Simple Rules for Submitting Work

- Use the College's [referencing guide](#).
- Submit work for assessment that is your own original work, you will be asked to authenticate any assessments as your own work.
- Do not share copies (physical or digital) of your work and passwords with other students.
- Use quotation marks for words that are not your own.
- Acknowledge the sources and AI use.
- Follow the requirements for assessment from the awarding body e.g. Qualifications Scotland
- Carry out any recommended action in cases of malpractice
- Be aware of the penalties associated with malpractice

## 3 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, rather than sharing your work.

## 4 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 unauthorised digital device or prohibited item.

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

## 5 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, Diversity and Inclusion Policy on the website ([www.dundeeandangus.ac.uk](http://www.dundeeandangus.ac.uk)).

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## 6 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.

Impersonating another learner or allowing someone to complete your assessment is malpractice.

## 7 UNAUTHORISED AIDS

During an assessment you should not possess or use any unauthorised device or material that could give you an unfair advantage this includes:

- Teaching notes (unless these are expressly permitted)
- Mobile phones or other digital devices
- AI enabled tools or wearables
- The use of headphones or listening to music is forbidden during an assessment (except where expressly agreed through Alternative Assessment Arrangements).

## 8 WHAT HAPPENS IF YOU ARE SUSPECTED OF MALPRACTICE?

If it is suspected you have broken the rules, the College will:

- Investigate the matter in line with the Malpractice and Maladministration Process (PPSP12)
- The College will not rely solely on AI detection software when investigating potential malpractice. Any concerns will be reviewed using professional judgement and a range of other available evidence.
- Inform you of the allegation, explain the evidence, and give you an opportunity to respond.
- Provide support during the investigation.
- Inform you in writing of the outcome and any actions to be taken.

If malpractice is confirmed, penalties may include:

- A warning or exclusion from the course
- Invalidation of assessment results or withdrawal of certification
- Reporting to the relevant Awarding Body

You have the right to appeal against any decision made.

For regulated qualifications, the College and learners also have rights to appeal to the Awarding Body or regulator (e.g. Qualifications Scotland Accreditation)

## 9 REFERENCES

- [Student Quality Induction Reference Pack](#)
- [Positive Behaviour Management \(A Students Guideline\)](#)
- Malpractice and Maladministration Policy (PP04)
- Malpractice and Maladministration Process (PPSP12)
- Qualifications Scotland Malpractice: Information for Centres (v3.2, 2025)
- Qualification Scotland AI Use in Assessments (Apr 2025)
- Assessment Cover Sheet – ASC1 [Digital Based](#), [Paper Based](#)