



LEADING TREASURY
PROFESSIONALS

PLAGIARISM & COLLUSION POLICY

All ACT assessments and assignments



ACT Plagiarism and collusion policy

Introduction

All work that you submit as part of the ACT assessment must be expressed in your own words and incorporate your own judgements. You must direct quotations from the published or unpublished work of others, including that of tutors or employers, must be appropriately referenced. Authors of images used in reports and audio-visual presentations must be acknowledged.

Definition of plagiarism

Plagiarism is the deliberate or unwitting passing off of someone else's work as your own. This includes direct copying of work, paraphrasing or précising and over-reliance on someone else's work without appropriate referencing.

Plagiarism may happen if:

- a candidate is careless in reproducing notes that were originally taken from other sources, or
- there is a lack of awareness by the candidate of the originator, or
- candidates collaborate and do not acknowledge each other's work, or
- there is indiscriminate use of the web and electronic sources, e.g. copying and pasting without inadequate referencing.

Types of plagiarism can be:

- **outright copying** is when a student uses exactly the same words as the original author without using quotation marks or saying where the words are from.
- **paraphrase plagiarism** is changing some of the words and grammar but leaving most of the original text the same.
- **patchwork plagiarism** is when parts of the original author's words are used and connected together in a different way.
- **stealing an apt term** is when a short phrase from the original text has been used in the students work, possibly because it is so good.

Deliberate plagiarism

This is when you make the decision to steal someone else's work. For example, because you:

- do not have the time to do the work yourself;
- do not prepared well enough to do the work yourself or
- think markers will not notice.

It can involve:

- copying another candidate's work;
- copying another person's work from a book or a journal;
- copying another person's work from a website;
- asking another person to do the work for you;
- copying text from the internet;

- buying the text from the internet or
- paying for someone to do the work for you.

In all cases, if you do not do the work yourself you are unable to learn from it. Deliberate plagiarism is therefore not useful and is a waste of your and our time: so DO NOT DO IT. There are many ways we can check whether or not you have plagiarised so it is not worth the risk and a finding of plagiarism against you will constitute a breach of ACT's ethical code for which you will be subject to the ACT's disciplinary process.

Accidental plagiarism

This is when you accidentally, through carelessness or lack of skill, use another person's work without acknowledging it. This can happen for several reasons:

- you do not know that you must not copy a person's work directly;
- you do not have the skill for expressing another person's ideas in your own words;
- you do not know the correct systems for indicating that you are using another person's words or ideas;
- when you take notes from a book or journal, you copy out some sections and do not make this clear in your notes. Later when you re-read the notes, you forget that they are not your words or ideas;
- you forget to acknowledge another person's words or ideas;
- you do not have time to include the acknowledgments and list of references;
- you feel your written work is not good enough;
- you borrow your friend's notes, not realising that some of the work is plagiarised.

Definition of collusion

Collusion involves unauthorised co-operation between two or more people, with the intention to deceive. It can involve:

- two or more candidates conspiring to produce an assignment or part of an assignment with the intention of at least one candidate passing it off as his/her sole work;
- the submission by a candidate of another candidate's work, where the latter has willingly lent the work, and where it should be evident to the candidate lending the work that by so doing, an advantage is conferred on the other candidate;
- unauthorised co-operation between a candidate and another person (a non-candidate) in the preparation and production of work that is presented as the candidate's own sole work.

How will plagiarism and collusion be monitored?

Cases of suspected plagiarism and collusion will be taken very seriously. If the ACT believes you are involved, you will have your work looked at separately from the marking process and your work will be subject to the anti-plagiarism software and processes listed below:

- The ACT will use up to two forms of anti-plagiarism software, Turn it in and Copy Catch, as well as consulting senior assessors to investigate any claims even further.
- When submitting an assignment you are agreeing that all work submitted is your own and that it may, if we require, be processed through anti-plagiarism software supplied by Turn it in.
- All evidence is assessed by the Assessment Manager and the exam board where necessary before any investigations are taken forward as a breach of conduct.

Please note that all assessments and assignments submitted for marking go through a rigorous and independent marking process including; second marking, standardisation, moderation and careful scrutiny before marks are finalised. This process happens separately to the plagiarism checks to ensure a fair marking process is followed, however marks may be withheld if an investigation is ongoing.

What happens next?

If the ACT at the end of its processes that you have plagiarised then you will be contacted and will be subject to the ACT's disciplinary procedures, some of which can be found in our Malpractice policy.

Contact details

If you have any questions, please contact ACT's assessment team via:

assessment@treasurers.org

or + 44 (0) 207 847 2526

Copies of all ACT's policies in relation to assessment can be found on the ACT's website at <https://www.treasurers.org/learning/qualifications/assessment/policies>

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