

Avoiding Malpractice in Assessment

A Student Guide (V2)

City of Glasgow College defines 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 it 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.*

College teaching staff will make clear to you what is required to complete your assessment work and they will identify the college's and awarding body (i.e. SQA) requirements for you to successfully pass. You will find additional information on the relevant awarding body's website or your Lecturer will provide you with a copy. Teaching staff are experienced within their subject and will have knowledge of many of the sources of work, therefore if you copy they are likely to recognise it.

Online training is available for you on MyCity and in addition student workshops are available throughout the academic year to assist you effectively reference materials.

The college as part of the detection of copying has implemented an electronic system called Turnitin which uses an extensive database from a number of sources, including the work of students, to identify if you have copied.

There are some simple rules you can follow when submitting work that has used other sources:

- *Use quotation marks around text that is not your own words.*
- *Acknowledge the source.*
- *Obtain the college's 'Avoiding Plagiarism Guide' from MyCity or the library.*
- *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.

Misconduct

During an assessment task or in an examination you should not cause disruption to other students. Disruption caused by – talking, shouting, abusive or aggressive behaviour/language or using an electronic device.

You should listen carefully to your Lecturers or Invigilators instructions 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, abuse, offensive or discriminatory language. The college's website (www.cityofglasgowcollege.ac.uk) identifies the college's position in regard to Diversity, Equality and Inclusion and we ask that you respect individuals within your assessment submissions.

Identity

You should never attempt to assume the identity of another (also called "personation") to gain advantage during an assessment.

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 such as – teaching notes, mobile phone or other electronic aid etc. The use of headphones or listening to music is forbidden during an assessment. 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 college's Student Disciplinary Policy. If you have broken the guidelines the college will then decide on the penalty which may affect the outcome of your assessment. In addition, if you are suspected of or have broken the guidelines the relevant awarding body may have to be informed and in the case of SQA, they will be informed.