What is Academic Misconduct? Guidance for Tutors

What is Academic Misconduct?

There are six main types of academic misconduct, and tutors should be vigilant against all of them:

**Collusion** is the preparation or production of work for assessment jointly with another person or persons (except where group work is explicitly permitted by the specification and/or assessments guidance).

**Plagiarism** is the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment.

**Impersonation** is where someone other than the candidate prepares the work submitted for assessment.

**Misconduct in examinations** includes having access, or attempting to gain access, to any books, memoranda, notes, unauthorised calculators, or any other material which has not been supplied by the invigilator or authorised in the rubric on the front of the examination paper.

**Fabrication of results or observations** in practical or project work.

What is Poor Academic Practice?

**Poor Academic Practice** is the term used to describe circumstances when a candidate commits plagiarism because they do not understand how to reference their work properly, or fail to do so correctly.

How do I find misconduct in assignments?

All assignments should be uploaded to Turnitin to obtain an Originality Report. If the report produces a similarity score of 40% or more, the assignment should be examined for plagiarism. If any of the main types of plagiarism listed above are detected, the candidate should be punished for plagiarism or poor academic practice (as set out in Section 4 of the Academic Misconduct Policy).

What should I do if I identify academic misconduct?

**In Assignments:**

A mark of zero should be awarded in the following cases of severe plagiarism/collusion:

- A student copies their whole assignment from a classmate or gets somebody else to write it;
- One unreferenced source makes up 10% or more of the assignment;
- There are no more than a couple of original sentences. The assignment is almost entirely made up of other sources, which are poorly referenced.

If plagiarism is only present in one task, the marks for that section should be set to zero.

If a marker uncovers plagiarism or other academic malpractice in an assignment, marks must be deducted as appropriate, a report must be written and all information submitted as part of the moderation sample.

**In Examinations:**

Cheating (or attempted cheating) during an examination needs to be recorded by the Invigilator in the Invigilator's Report. This report and the examination script must be submitted with the work for marking (for global examinations) and with the sample for moderation (for the local examinations).

**Important:** Please ensure that NCC Education is notified of all academic misconduct penalties applied during centre marking and/or internal moderation.

Please refer to NCC Education's Academic Misconduct Policy for further information.