



Cheating and Plagiarism Policy

Version History			
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Document Approval			
Job Role	Name		Date Approved
Quality Lead	Ian Palmer		16/09/2025
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1. Purpose

To set out definitions/interpretations of cheating, malpractice and plagiarism in relation to teaching and learning. To set out the rights and responsibilities of Learners, trainers, assessors and course organisers/centre administrators in relation to cheating, malpractice and plagiarism in relation to learning. To set out procedures for handling suspected cheating, malpractice and plagiarism in relation to teaching and learning.

2. Our Values

- Every effort should be made to ensure learners, trainers and assessors are informed about appropriate study approaches to prevent the incident of cheating, malpractice and plagiarism in teaching and learning.
- Information about appropriate study approaches and cheating, malpractice and plagiarism in teaching and learning should be expressed and explained in language and situation appropriate to each individual Learners.
- There is a difference between unintentional plagiarism, and deliberate, malicious or sustained plagiarism. Vulnerable and inexperienced learners and those new to the UK should be sympathetically treated – see under plagiarism in Scope and definitions.
- Any suspected incident of cheating, malpractice and plagiarism in teaching and learning should be investigated in a manner that supports the individual

3. Definitions

a. Cheating: Cheating constitutes any action whereby a Learner deliberately seeks to gain advantage by:

- Taking unauthorised information or equipment into a test or examination.
- Submitting work for assessment done by a third party as one's own (including using IT or AI tools, to do so and/or paying for work from another source).

b. Malpractice: Malpractice constitutes any action that deliberately disrupts fair and equal opportunity for assessment or examination.

c. Plagiarism: Plagiarism constitutes submitting work that is not one's own, without indicating or recognising this to the marker (acknowledging your sources). This might occur by:

- Using a choice phrase or sentence come across elsewhere.
- Copying word-for-word directly from a text.
- Paraphrasing the words from a text very closely.
- Using text downloaded from the internet.
- Using AI generative platforms to produce work and present wholly as your own.
- Borrowing statistics or assembled facts from another person or source.
- Copying or downloading figures, photographs, pictures or diagrams without acknowledging their sources.
- Copying from the notes or essays of a fellow Learner.
- Copying from your own notes on a text, tutorial, video or lecture that contain direct quotations.

Plagiarism, unlike cheating or malpractice, may be intentional or unintentional. There is a difference between unintentional plagiarism, and deliberate, malicious or sustained plagiarism.

4. Procedures

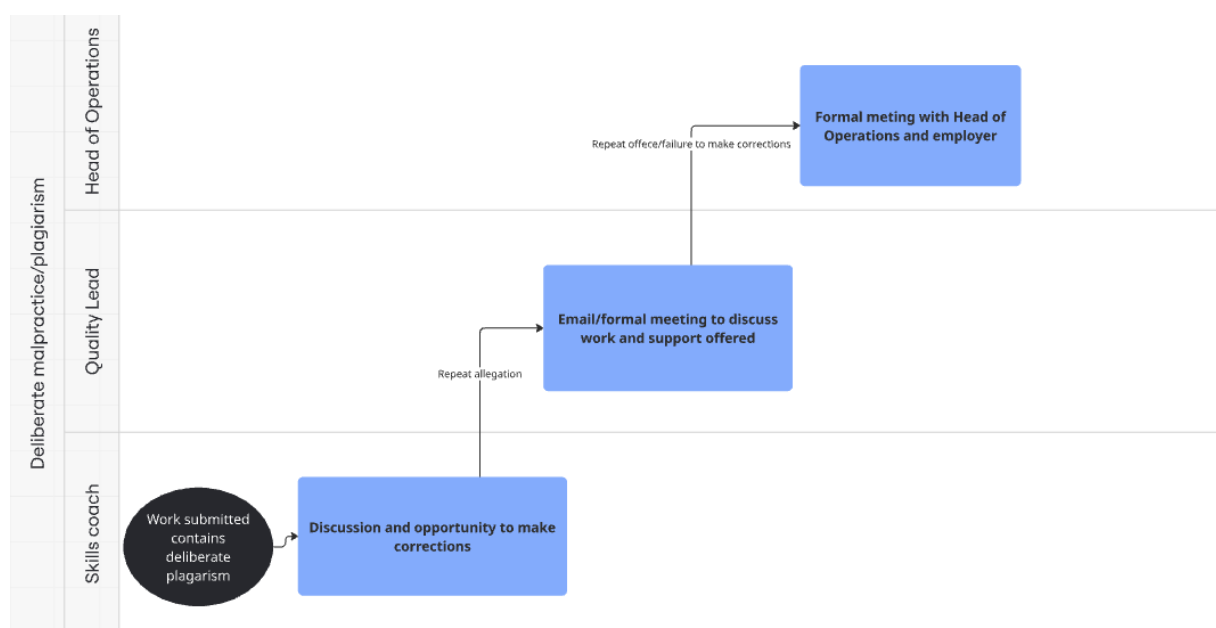
The Tess Group recognises that the temptation for cheating, malpractice or plagiarism may arise from lack of self- confidence or misunderstanding of the aims and conditions of the assessment /test/examination, or from stress/pressure. All policies and procedures should be interpreted to maximise support to the person accused, considering their circumstances. It may be more appropriate in some cases to address the circumstances as a priority rather than individual behaviour. We also work alongside multiple awarding organisations and will adhere to and support their policies for expectations set around cheating, malpractice or plagiarism.

Stage 1: Prevention

- All learners should receive appropriate guidance through their assessor/trainer concerning the preparation of work and the correct use and referencing of sources (where AI has been used this must also be referenced in a similar format)
- All relevant assessor/trainers, learners and course organisers/administrators should receive appropriate guidance on assessment/test/examination conditions.
- All relevant assessor/trainers and learners should be informed about the Tess Group's Policy on Cheating, Malpractice and Plagiarism and the consequences of such behaviour.

Stage 2: Formal Proceedings

- Cheating, malpractice and deliberate plagiarism should be reported immediately to a Senior Manager.
- Any person suspected of cheating, malpractice or deliberate plagiarism shall be made fully aware in the first instance by their skills coach.
- Any person suspected of cheating, malpractice or deliberate plagiarism shall be presented with all evidence against them.
- Any person suspected of cheating, malpractice or deliberate plagiarism must have an opportunity to respond - personally, and/or in writing within an agreed timescale.
- Continued allegations will then result in email communication from the Quality Lead writing, at the earliest opportunity of the nature of the allegation.
- Any person who continues to be accused of cheating, malpractice or deliberate plagiarism will be then invited to a meeting with the Head of Operations or a Senior Manager where he or she will be able to explain and defend his or her actions. He or she may be accompanied by an agreed advocate.



5. Sanctions

Sanctions will be applied proportionate to the seriousness of the behaviour. For learners, sanctions may include:

- A Learner may lose credit for the individual unit or for all units in the programme.
- A Learner may be disqualified from completing the programme.
- A Learner may be barred from submitting work or taking an examination towards the programme for a period of time.

In very serious circumstances, and at the request of the Awarding Body, the police may become involved.