UWS UNIVERSITY OF THE WEST *of* SCOTLAND

Assessment Handbook for Staff:

Effective Practice in Assessment

SESSION 2013/14

The first edition of the Assessment Handbook was approved at Senate in June 2011 for implementation from session 2011/12. It replaced the previously approved UWS Assessment Policy.

The Assessment Group, a sub-group of the Learning, Teaching and Assessment Board (LTAB), is responsible for regular review and update in line with sector or University requirements. Revisions were agreed by LTAB during session 2012/13 which are reflected in this edition of the handbook. The date of the next holistic review of the handbook is session 2013/14.

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3.3 Academic Integrity and Plagiarism

UWS prides itself on upholding a high standard of academic integrity. This entails ensuring that credit is given to the original authors of all source material. Students are therefore expected to demonstrate proper referencing practices in all their assessed work. Acquiring good referencing skills develops confidence in academic writing and helps prevent unintentional plagiarism. UWS recognises the challenges which students face in this respect, and is committed to making the necessary resources and support available in order for students to engage honestly and actively in the assessment process (Assessment Principle 12).

It has been demonstrated across the Higher Education sector that the emphasis in all successful plagiarism models lies in educating students first to help prevent and deter plagiarism, before systematic detection and finally disciplinary investigation and sanctions.

University Regulation 7.11.1 (www.uws.ac.uk/current-students/rights-and-regulations/regulatory-framework) defines cheating and plagiarism as "*the attempt to gain an unfair advantage in an assessment by gaining credit for work of another person or by accessing unauthorised material relating to assessment*". Plagiarism is further defined as "*the use of the work of other students, past or present, or substantial and unacknowledged use of published material presented as the student's own work*". Plagiarism may include the following:

- the extensive use of another person's material without reference or acknowledgement
- the summarising of another person's material by changing a few words or altering the order of presentation without reference or acknowledgement
- the substantial and unauthorised use of the ideas of another person without acknowledgement
- copying the work of another student with or without the student's knowledge or agreement
- deliberate use of commissioned material which is presented as one's own
- the unacknowledged quotation of phrases from another's work

The Centre for Academic and Practice & Learning Development provides resources for staff to help their students avoid plagiarism[1]. CAPLeD also provides staff development sessions in plagiarism and the use of Turnitin (see later in this section).

Effective Learning (CAPLeD) provides academic writing resources and development sessions for students to help them develop their writing techniques, help student understand the importance of proper citation and referencing[2] and to ensure that work which is presented is their

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[1] http://intranet.uws.ac.uk/department/capled/default.aspx
[2] http://intranet.uws.ac.uk/policy/Documents/Referencing%20-%20LT04.DOC

own. Information on Effective Learning can be found on Moodle and on the Effective Learning website.[3]

Procedures for dealing with plagiarism are fully laid out in the University Regulatory Framework[4]. It should be noted that, in the first instance, a case of suspected plagiarism should be referred by the member of academic staff concerned to the Chair of the Plagiarism Panel in the relevant Faculty. The Plagiarism Panel will determine whether an offence has been committed and whether that offence is deemed to be minor or major.

In the event of a minor case of plagiarism, the Plagiarism Panel Chair will determine the sanction to be imposed and will inform the student of that sanction. Students have the right of appeal against the decision of the Panel and appeals will be referred to the Senate Disciplinary Committee. Major cases of plagiarism will be referred to the Senate Disciplinary Committee for consideration under the Code of Discipline for Students[5].

Procedures for dealing with cases of suspected cheating or plagiarism during an examination are laid out fully in University Regulation 7, Appendix 2 – Cheating and Plagiarism - details of the candidate and their desk number should be reported to the Senior Invigilator, who will annotate the candidate's script and inform the Director of Student Administration Services immediately after the examination of the circumstances surrounding the suspected case. A full report will be submitted to the Dean of Students who will make a decision about how the matter should be progressed.

3.6   Turnitin

Implementation of Turnitin

The Learning, Teaching & Assessment Board approved the principles in relation to Turnitin implementation across the University in May 2009, and this has since been revisited in May 2012.

Colleagues should ensure that all aspects of Turnitin usage are encouraged and practiced. Turnitin software can only be effective with electronically submitted assignments (see section 3.9).

In May 2012, Learning, Teaching and Assessment Board agreed that operational policy be updated as follows for session 2012-13 onwards.

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[3] www.uws.ac.uk/effectivelearning
[4] University Regulation 7.11(Cheating & Plagiarism) (www.uws.ac.uk/current-students/rights-and-regulations/regulatory-framework)
[5] University Regulation 12 (Code of Discipline for Students) (www.uws.ac.uk/current-students/rights-and-regulations/regulatory-framework)

a) All coursework assignments where text-based output is intended will be normally submitted electronically using the Turnitin facility and the assignment settings will allow the opportunity for students to submit, receive the originality report and then resubmit, as part of a formative phase. Sufficient time should be allowed for Level 7 and direct entry students to allow them to access the originality report and to discuss these with their tutors prior to the final submission date – this will ensure that students are able to receive valuable formative feedback on their approach, [particularly with respect to how to reference/cite correctly]. This is part of current recommended good practice from CAPLeD and full details of how to work this in practice are covered in the staff development sessions and materials;

b) Students will be given written instruction on coursework briefs that assignments MAY be subjected to processing through Turnitin to detect possible plagiarism. This is using Turnitin in its so-called "deterrent" mode and has been successfully operated this way elsewhere.

c) Staff should be encouraged to adopt online marking where possible and to identify the issues that would prevent its further widespread adoption.

In addition, to support Turnitin uptake and usage across UWS:

- CAPLeD will provide SDGs with up to date information on Turnitin use for their modules by summer 2012;

- CAPLED will refresh its Turnitin staff development programme and ensure that the benefits from the use of Turnitin are more widely publicised. In particular they will enhance the discussions and guidance on interpreting the Turnitin Originality Report;

- SDG Chairs should provide CAPLeD with a list of their considered concerns regarding the use of Turnitin before the start of Session 12-13;

- A Plagiarism/Turnitin Practice Group should be established with representation from all Schools to develop shared approaches to good practice and consistency of approach – the membership of this will be for Faculties to decide but it is further proposed that Plagiarism Panel Chairs should be likely candidates;

- CAPLeD should continue to support research on staff and student perceptions on aspects of the use of Turnitin where possible.

For further information, please refer to
http://turnitin.com/static/index.html.

Bibliography