

Procedure title	Student Cheating
Procedure area	Academic – Assessment and Moderation
Procedure available for Students – yes/no	Yes
Procedure detail	<p>At TLC we consider the following things to be cheating.</p> <p>When students:</p> <ul style="list-style-type: none">• Submit work created by someone else and pretend it's their own, or allow the school to presume it's theirs by not acknowledging where it came from• Deliberately submit the same work for assessment more than once, within the same programme or in successive programmes with the intention of creating the appearance of having created more work• Lie about Small Starts, Creative Work Experience, workshop attendance or working hours• Deliberately misrepresent a disability, temporary illness/injury, or exceptional circumstance beyond their control, then claim special conditions such as extensions of time <p>If you suspect a student is cheating, these are the steps to take to check your suspicions. It is important for staff to maintain the professional nature of their relationship with the student and to seek evidence but not to prejudge.</p> <p>1) Note why you suspect that the art work they are presenting is not their own. For example:</p> <ul style="list-style-type: none">• You have seen it somewhere before• It is more advanced or very different from their previous work• There is no supporting evidence of the process for how they could have arrived at such a piece• The photo of the work is significantly different from previous images sent, e.g. professionally taken, or seems unusual in some other way <p>2) Double-check the records:</p> <ul style="list-style-type: none">• Have you accidentally mistaken a reference photo for work made by the student?• Has the wrong image been saved from somewhere else? For example, resource images from a feedback, or another student's work saved to the wrong file, etc.• Could there have been some other misunderstanding? <p>3) If you are <i>not</i> the student's tutor/mentor please</p>

record your concerns, the student's name, programme level and any other relevant information and email to Assessment and Moderation group who will take the next step of investigating further.

4) If you are the student's tutor/mentor, then the next step is to discuss the work with the student in order to try and evidence the work as theirs (keep it light and non-accusing).

Some questions you could ask are:

- Where did their inspiration come from?
- How does the work relate to their briefs?
- What was their process in the development of the work and can they show the workings, e.g. visual diary?
- What materials were used in the construction and how did they physically make the work?
- Where was the photo taken, e.g. in a gallery or café?
- Have they signed or dated the work?
- Could they send in a clearer photograph, perhaps getting different angles?
- Could they send in the physical work? (You can supply a courier ticket if they seem reluctant)
- Check work logs and clarify hours – how long did it take; did they work over a period of time or in a burst?

5) If you are unsure of their answers or you do find evidence of cheating then forward your concerns and the information you have to the Assessment and Moderation group.

6) Assessment and Moderation group will:

- Evaluate the information and investigate further
- If doubt remains, the student's full record will be moderated and a letter will be sent requesting further evidence of authenticity for any work/s in question and an opportunity provided for the student to respond
- If the evidence remains insufficient, a report will be made by the group to the Academic Board. A copy of this report along with any decisions made by the Academic Board in relation to the student's programme of study will be mailed to the student.

7) Possible outcomes may be: that work is removed

from the student records; the student may need to repeat sections of their programme; the student may be withdrawn from study at TLC and/or their qualifications retracted. The appropriate government agencies will also be informed where relevant.

Created	December 2013
Review Date	
Next Review Date	December 2014
Links	