

1. Document Details

Title:	Supplement to the Policy Governing Academic Honesty, Plagiarism and Infringements Relating to Examinations and Assessment
Editor(s):	Office of the Registrar & Vice-President for Academic Affairs
This Version Number:	1.0
Status:	Approved
Effective Date:	6 May 2020
Review Date:	January 2021

Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon.

2. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?

3. Relevant/Related Existing Internal Documents

CIT	September 2013	<u>Policy Governing Academic Honesty, Plagiarism and Infringements Relating to Examinations and Assessments</u>
Registrar & VP for Academic Affairs	March 2020 (or date of latest update)	<i>CIT Continuity Plan for Teaching, Learning & Assessment Version 1.0</i> (or latest version of arrangements for teaching, learning & assessment due to COVID-19)

4. Relevant/Related Existing External Documents

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5. Consultation History

This document has been prepared in consultation with the following bodies/functions:

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6. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Academic Council Executive Committee	6 May 2020	Approved by the AC Executive under delegated authority from Council to take emergency decisions relating to COVID-19 arrangements.
Governing Body	n/a	

7. Purpose

This document contains time-limited supplementary provisions regarding plagiarism and other academic infringements, as well as regarding the formal means of addressing these when they have been detected. These supplementary provisions apply during the lifespan of the Institute’s *Continuity Plan for Teaching, Learning & Assessment* or any subsequent revised arrangements for teaching, learning and assessment as operated in response to the COVID-19 crisis.

8. Scope

These supplementary provisions apply to all programmes of study leading to a CIT award. This includes both taught and research programmes. The provisions also apply to joint award programmes and programmes delivered by other institutions as may be authorised by CIT.

The parent policy for this document is the CIT *Policy Governing Academic Honesty, Plagiarism and Infringements Relating to Examinations and Assessments* (Sept. 2013). The provisions of the parent policy continue to apply in full except where specifically and explicitly varied or further detailed by this supplement.

9. Principles

In the face of the challenges posed by the COVID-19 pandemic and the social distancing and other measures introduced by the Irish government to combat its further spread, CIT endeavours to support its students with alternative methodologies for teaching, learning and assessment to permit students to continue to acquire the knowledge, skills and competences to be gained through their chosen programme of studies and to enable them to demonstrate the achievement of the intended learning outcomes through assessment and examination.

In many cases, assessment methodologies and formats will have had to be adapted to suitable remote mechanisms administered on different electronic platforms. Despite any changes in assessment mechanisms, however, it remains no less true that plagiarism and other infringements run counter to the goals and principles of higher education and academic honesty. Now as always, it therefore remains the expressed position of CIT that there is no acceptable level of plagiarism or other assessment infringements and that appropriate action will be taken in relation to each and every instance detected.

10. Supplementary Policy Provisions

The following provisions supplement the *Policy Governing Academic Honesty ...* and need to be read in conjunction with this.

Supplementary Provisions Relating to Section 10.2 Defining Infringements in Relation to Examination and Assessment

Accessing Information during an examination

Where standard end-of-year examinations are replaced by remote 'closed book' examination formats, it remains the case that it is generally not permitted to access any sources of information during an examination, such as books, study notes, the internet or another student's work. It also remains the case that students are not allowed to communicate with other students and/or third parties during an examination, whether 'open book' or 'closed book'. Exceptions to this will be clearly identified in the revised programme and/or examination guidelines.

Electronic Devices

Where standard end-of-year examinations are replaced by alternative mechanisms for remote assessment and remote examination, these alternative formats depend on the extensive use of electronic and communication devices. In this context it is important to keep in mind at all times that electronic devices must only be used in the prescribed manner and in such a way as to fully comply with the principles of academic honesty summarised in the *Policy Governing Academic Honesty, Plagiarism and Infringements Relating to Examinations and Assessments*.

Supplementary Provision Relating to Section 11.2

Refer to Assessment Infringements Board

The implementation of unfamiliar remote assessment and examination processes may initially give rise to an increased number of infringement allegations, whether due to intentional attempts to breach academic honesty or due to a lack of familiarity with what is allowable.

As this might lead to an increased case load before the Assessment Infringements Board, the Institute is keen to minimise any additional strain on students alleged to have committed infringements which might arise from avoidable delays in bringing cases to the Board.

Therefore, during the lifespan of the Continuity Plan, referrals to the Assessment Infringements Board should be made no later than 2 working days from the date of the relevant MEB.

11. Responsible Officer(s)

This policy is maintained by the Office of the Registrar & Vice-President for Academic Affairs.