

LONDON BROOKES COLLEGE

Learner Assessment Contract

The following are dishonest and therefore unacceptable and not allowed by LONDON BROOKES COLLEGE –

- Taking someone else’s work, images or ideas and passing it off as your own (This is called plagiarism)
- Using the computer, either the internet, or information stored which belongs to someone else, and passing it off as your own.
- Cheating, that is, acting unfairly or dishonestly to gain an advantage.
- Secretly agreeing with others to cheat or deceive. (This is known as collusion)

All these are called assessment misconduct. If you are discovered or suspected of doing any of the things shown in the list above, LONDON BROOKES COLLEGE will investigate and may take action against you.

This is what is expected of you whilst you are with LONDON BROOKES COLLEGE -

1. You will only hand in your own original work for assessment.
2. You will show when you have used information provided by someone else by giving the person’s name and where you found the information in your work (or in your portfolio) as you go along. Your tutor or lecturer will give you help with this. You should seek advice and guidance from tutors if you are unsure how to do this properly.
3. You will show when you have downloaded information from the internet.
4. You will never use another’s digital information as if it were your own work.
5. You will never use someone else’s artwork, pictures or graphics as if they were made by you.
6. You will never let other learners’ use or copy from your work and pass it off as if they had done it themselves.

7. You can expect all cases of suspected assessment misconduct to be fully investigated using LONDON BROOKES COLLEGE's procedures. If proved, what happens will depend on how serious what you have done appears to LONDON BROOKES COLLEGE.
8. The member of staff who has looked into what you have done will decide how serious the case appears at first. This person will consult with senior colleagues when a moderate or serious case is suspected.

You must sign the statement below to show that you have read and understood the LONDON BROOKES COLLEGE rules on assessment misconduct as they are shown on this paper.

"I agree that I have read and understood the LONDON BROOKES COLLEGE policy on Assessment Misconduct. I understand that if I cheat and present others' work as my own, without showing who did the work and where I found it, LONDON BROOKES COLLEGE will take action.

I agree that all the work I hand in during my course or put in my portfolio will be entirely my own, unless I show clearly in my work where I have used someone else's work, have worked with someone else, or have received help"

Signed

Date / /

Checked on 4th August 2021 by Cillian Logue