

Premier TEFL Plagiarism Policy

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1. Introduction

1.1 Plagiarism is defined as the practice of taking someone else's work or ideas and presenting it as your own without appropriate credit.

Whether done deliberately or inadvertently, it is unacceptable. Plagiarism applies not only to text, but also to graphics, video, table images, or any representation of ideas submitted through your course platform. Whether deliberate or inadvertent, plagiarism is a form of academic misconduct, and conflicts with the ethos of the Premier TEFL and details of procedures for a breach of this policy are set out below.

2. Types of Plagiarism

2.1 Preparation of any work to be presented as part of a written, audio or video assessment, drawing on previous work or ideas of others. It is imperative, however, that if you are quoting from theorists or any authors that this work is fully acknowledged.

2.2 Self-plagiarism, the presentation of work previously submitted in a different assessment context without citing that it was previously presented, is treated in the same way as any other form of plagiarism. I.e. presenting the same or similar answers in open-ended question assessment.

2.3 Collusion, where work is permitted to be copied, is a form of plagiarism by both parties. Collusion also applies where a joint effort is presented by an individual without due recognition of the input of others.

3. Citation Best Practice

3.1 At a minimum, clear indication as to when any material is being quoted directly (e.g. by enclosing it in quotation marks [“ ”] in the case of text) must be provided, in addition to citation of the source.

3.2 Acknowledgement of the influence of other sources, found within your course material or externally, even when they are not quoted directly must also be made.

4. Procedures and Penalties

4.1 All essay style assessments will be checked for plagiarism via online software.

4.2 Where an IQA suspects plagiarism, then s/he will contact the learner, in writing by email, of the allegation and provide the student with reasonable opportunity to provide an explanation, following which the IQA has the choice of two options:

Option A: Immediately remove the learner from the course with no further opportunity to complete their qualification.

Option B: Exercise discretion to pursue the matter directly with the learner, permitting them to be reassessed on the assessment in question, however a score no higher than zero will be awarded for the reassessment. The learner can either choose to accept this penalty or launch an appeal.

Whether Option A or Option B is taken, copies of all relevant documentation and communication will be recorded in Premier TEFL's customer relationship management system (CRM).

4.3 Students have a right of appeal, where they believe that they have been treated unfairly by the plagiarism procedures. Such appeals are dealt with by the IQA, Assessor and a Premier TEFL Company Director.

4.4 If there is evidence of three or more instances of plagiarism in a student's initial coursework the coursework review is ceased and the learner is contacted to complete the entirety of the coursework on the learning platform ensuring that all instances of plagiarism are removed.

Certificate and course fees are non-refundable at this point.

4.5 Students will receive their first re-assessment free of charge as per Premier TEFL's assessment policy.

If a second and third re-assessment is needed, a fee of £22.50 / €25 / \$30 will be charged for each additional re-assessment.

Upon failing all three separate opportunities for reassessment, students will officially be recorded as a fail grade on their TEFL course. Certificate and re-assessment fees are non-refundable.

4.6 Students are awarded three separate attempts for the reassessment process following initial coursework completion. Your reassessment answers will be collected through an online form. If this form is attempted or submitted more than once, only the most recent submission will be reviewed by the assessment team. This will be clear through the timestamp of the submission.

Upon failing all three separate opportunities for reassessment, students will officially be recorded as a fail grade on their TEFL course.

From this point, students will be directed to complete the entirety of the course material from the beginning on the learning platform.

Upon successful completion of the full coursework on the learning platform, the assessment process will begin anew for the student. No expeditions of the assessment process will be allowed on the student's behalf.