



THE TEFL INSTITUTE OF IRELAND
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TEFL Institute Plagiarism, Deadlines & Academic Referencing Policies

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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 TEFL Institute 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. Plagiarism Procedures

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 a 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.

Should the learner be permitted, and choose to continue with their assessment/ reassessment once plagiarism has been highlighted and evidenced, two actions are required:

1. A fee of €25 must be made.
2. ALL instances of plagiarism from that current assessment or reassessment must be removed.
 - a. The learner will not be provided with a full set of notes as the assessment would have been ceased after three instances of plagiarism.
 - b. It is the learner's responsibility to check their own work for instances of plagiarism and remove them.
 - c. Only once this has been done will the assessment process be continued.
 - d. If the assessor or IQA find any further instances of plagiarism after this date, Option A (above) will be exercised and the learner will be officially failed.
 - e. If the learner pays the fee but doesn't remove the plagiarism, option A will be exercised and the learner will be officially failed.

Whether Option A or Option B is taken, copies of all relevant documentation and communication will be recorded in TEFL Institute'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 TEFL Institute Company Director.

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

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

4.5 Students are awarded three separate attempts for the reassessment process following initial coursework completion. Students' 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.

Students will receive their first re-assessment free of charge as per TEFL Institute's assessment policy. If a second and third re-assessment is needed, a fee of €25 will be charged for each additional re-assessment (see sections 5 and 6).

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.

From this point, students will be required to make the full course payment again and complete the entirety of the course material from the beginning of 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 students' behalf.

5. Assessment procedures

Learners will receive the following assessments free of charge:

- Initial assessment
- Reassessment 1
- Post Internal Quality Assessment (IQA) 1
 - Marking of the first post IQA reassessment will be free unless there are any incorrect answers.
 - At this point, the assessor/ IQA will either fail the learner, or grant another reassessment.
 - If another reassessment is granted, the assessor will cease marking at the first incorrect answer and request payment from the learner with a 5 working day deadline to make the payment.

6. Reassessment, Deadline Extensions and Missed Deadlines

6.1 Reassessment

The learner's first assessment is free and is included within the original course fee. Should there be any incorrect answers in the first assessment, then full notes will be provided by the assessor and the learner will be sent a reassessment 1 form, also included in the original course fee.

Once reassessment 1 has been submitted, the assessor will mark the learner's work until one incorrect answer is found, whereupon they will:

- Note the incorrect answer in the assessor's notes.
- Stop marking and contact the learner requesting a fee be paid of €25 to complete and issue reassessment 2.
- This process will be repeated for subsequent reassessments as outlined below.
 - Reassessment 2
 - Reassessment 3
 - Post IQA 2

The learner will have 5 working days from the date that the payment email was sent to make the payment in full. The payment due date will be made clear in the email.

- If the learner doesn't make the payment within 24 hours after the due date has passed, they will be emailed and their assessment will be officially failed. For example, if a learner's payment due date is 7th February and the learner has not made their payment by 23:59 on 8th February, their assessment will be failed.
- Any decisions to the contrary are at the discretion of the company.

Once the payment has been received, the assessor will complete the assessment in full and return it to the learner within 10 working days.

- The assessor's notes and reassessment form will not be finished at the time of requesting payment.
- The learner will have no access to either the notes or any other documents before the payment is made.
- The learner will not be able to know how many questions are required to be resubmitted because the assessor won't have finished marking the assessment in full.

6.2 Deadline extensions

If learners miss their deadline by more than 48 hours then their assessor will send them an email to cancel their assessment. Under normal circumstances, learners have the right to request one 10-working day extension per reassessment and no more. The request for a deadline extension must be made before 23.59 GMT of the day that the reassessment is due. It cannot be made on or after the date has passed. TEFL Institute reserves the right to provide further extensions under exceptional circumstances such as health issues, serious personal issues and so on. These will be considered on a case-by-case basis.

6.3 Deadline extension dates

No matter when the deadline extension request is submitted by a learner (as long as it's before the due date), the 10-day deadline will be added on from the original due date. Therefore, the learner will be entitled to the full time of their original due date plus the extra 10 working days.



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7. Referencing Rules & Guidelines

It is necessary to provide academic references for certain questions in your assessment in order to demonstrate your understanding of the topics and give evidence of the further reading done to support your knowledge of the course.

Rules & guidelines:

- *DO NOT make your references too long as they will use up your word count. References should supplement and expand your answer, not be a standalone answer in themselves. As a general guideline, a reference shouldn't be more than 25% of your total answer.*
- *DO NOT reference multiple times per question. One reference for each question where referencing is required is sufficient.*
- *DO NOT provide more than 3 references from the same source throughout the assessment.*
- *DO NOT provide references for questions which do not explicitly ask for them as this will use up your word count unnecessarily.*
- *Referencing our course materials won't count – references must be from other sources. ANY reference to our course at all will result in that answer being failed.*
- *DO NOT include a bibliography – references and sources must be included in each individual question.*
- *If you don't provide enough information for us to verify your reference (such as a URL for web references or title/author/page number for books), then the answer will need to be re-submitted.*
- *All references must be clearly linked, relevant and related to the question. Answers with references such as URLs or books added at the end with no link in the text or any other obvious reason as to why they were chosen will be failed.*



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8. How to provide academic references

It is necessary to provide academic references in your assessment in order to demonstrate your understanding of the topic and give evidence of the further reading done to support your knowledge of the course.

Academic references can be provided in many different ways but the **most important** information to include is:

- **Author, title and page number of the book.**
- **Exact link to the website given.**

Without this information, we cannot verify your reference and you will, unfortunately, fail the question and have to re-submit it.

Please see below for our suggested methods for referencing sources in your assessment:

Referencing Books

Direct quotes:

Embedded in your answer -

E.g. One of the most important skills teachers can have is how they speak with their students. Harmer, J. 2001 (How to Teach English, p3) says *“The way that teachers talk to students - the manner in which they interact with them - is one of the crucial teacher skills, but it does not demand technical expertise”*

Surname of Author - year of publication - (title of book - page) - direct quote “in speech marks”

Alternative method -

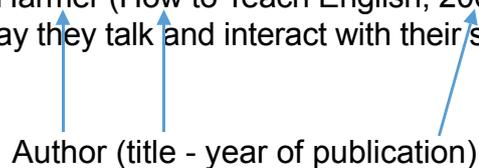
One of the most important skills teachers can have is how they speak with their students. On page 3 of ‘How to Teach English’, Harmer says *“The way that teachers talk to students - the manner in which they interact with them - is one of the crucial teacher skills, but it does not demand technical expertise”*

page - ‘title’ - author - quote

Indirect quotes:

According to Harmer (How to Teach English, 2001), one of the most important skills a teacher can have is the way they talk and interact with their students as this is crucial to successful learning.

Author (title - year of publication)

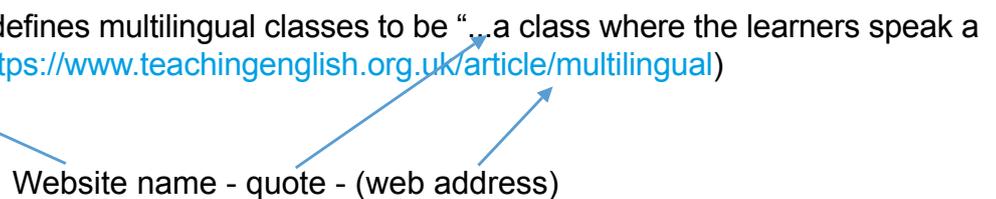


Referencing Websites

Direct quotes:

The British Council website defines multilingual classes to be "...a class where the learners speak a variety of first languages" (<https://www.teachingenglish.org.uk/article/multilingual>)

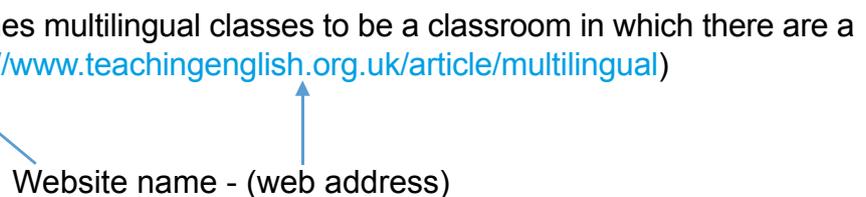
Website name - quote - (web address)



Indirect quotes:

The British Council website defines multilingual classes to be a classroom in which there are a mixture of first languages (<https://www.teachingenglish.org.uk/article/multilingual>)

Website name - (web address)



Please note: these are our suggestions for referencing to make it straightforward and clear for you to follow. However, if you would like to provide reference in the Harvard Referencing style feel free to do so.

While referencing in your assessment is important, we would like to highlight some points to avoid:

- *Don't make your references too long as they will use up your word count. References should supplement and expand your answer, not be a standalone answer in themselves.*
- *One reference for each question where referencing is required is sufficient.*
- *Referencing our course materials won't count - references must be from other sources.*
- *Please do not include a bibliography - references and sources must be complete in each individual question.*
- *If you don't provide enough information for us to verify your reference then the answer will need to be re-submitted.*



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