

The TEFL Institute of Ireland Plagiarism, Deadlines & Academic Referencing Policies (Highfield)

[1. Introduction](#)

[2. Types of Plagiarism](#)

[3. Citation Best Practice](#)

[4. Plagiarism Procedures](#)

[5. Assessment & Submission Procedures](#)

[6. Assessment, Deadline Extensions and Missed Deadlines](#)

[7. Referencing Rules & Guidelines](#)

[8. How to Provide Academic References](#)

1) Introduction

- a) This document outlines our policies on the Level 5 assessment, plagiarism and academic references. Please read it carefully before commencing your course.
- b) **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 not acceptable. Plagiarism applies not only to text, but also to graphics, video, table images, or any representation of ideas submitted through your course platform. Plagiarism is a form of academic misconduct and conflicts with the ethos of The TEFL Institute of Ireland. Details of the procedures for a breach of this policy are set out below.

2) Types of Plagiarism

- a) **Plagiarism:** Any sentences, paragraphs, phrases, examples or ideas which are copied and pasted or very closely resemble either the course materials or any external source. When quoting an outside source, it is imperative that the quote is referenced fully (see referencing rules below). Please note: Course material references are not accepted as references on the course, nor are they to be listed in order to copy directly from the course materials.
- b) **Self-plagiarism:** This is when the exact same answer is presented more than once in the same assessment. Self-plagiarism is treated in the same manner as plagiarism.
- c) **Collusion:** This is where more than one person worked on answers provided in the assessment. All assessments are individual and should not be completed by

anyone except the person who signed up for the course. Collusion also includes using another learner's answer to "base" an assessment on, whether it's through a paraphrasing tool or manually.

3) Citation Best Practice

- a) There are two types of references: Direct (using "..." quotes) and indirect (paraphrased information with no quotes). All references should include enough information to be able to verify them.
- b) **Book references:** These should at least contain the Title of the book, Author and Date of publication.
- c) **Web references:** These should include the full URL web address (not the homepage).
- d) Acknowledgement of the influence of other external sources used to help you complete this assessment must also be made (if you used any).

4) Plagiarism Procedures

- a) All essay style assessments will be checked for plagiarism via online software.
- b) Where an assessor suspects plagiarism, they will contact the learner in writing via 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: i)
 - Option A:** Immediately remove the learner from the course with no further opportunity to complete their qualification. This option will be pursued in extreme or repeated cases of plagiarism.
- ii) **Option B:** Exercise discretion to pursue the matter directly with the learner and permit them to be reassessed on the assessment in question. Should the learner choose and be permitted to continue with their assessment or reassessment once plagiarism has been highlighted and evidenced, two actions are required:
 - (1) **A fee of £40 / €45 / \$55 must be made.**
 - (2) ALL instances of plagiarism from the assessment must be removed (not only the highlighted instances).
 - (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 finds 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.
- c) Whether Option A or Option B is taken, copies of all relevant documentation and communication will be recorded in The TEFL Institute of Ireland's customer relationship management system (CRM).
 - d) 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 The TEFL Institute of Ireland Company Director in accordance with the The TEFL Institute of Ireland Complaints and Appeals Policy.
 - e) If there is evidence of three or more instances of plagiarism in a student's assessment, the coursework review is ceased and the learner is contacted to remove all instances of plagiarism. Certificate and course fees are non-refundable at this point.
 - f) All learners will have 10 working days from the date they were failed for plagiarism to remove the plagiarism and pay the fee to continue their assessment. If both of these conditions are not met within this 10-working day period, the assessment will be permanently failed. Should a learner wish to continue after missing the 10-working day deadline, they will have to purchase the course at full price and complete the assessment again from the beginning.

5) Assessment Procedures

- a) Learners will receive the following assessments free of charge:
 - i) Assessment 1 Submissions 1 & 2
 - ii) Assessment 2 Submissions 1 & 2
 - iii) Assessment 3 Submissions 1 & 2
 - iv) Post Internal Quality Assessment (IQA) 1
 - (1) Marking of the first post IQA assessment will be free unless there are any incorrect answers.
 - (2) At this point, the assessor/ IQA will either fail the learner, or grant another assessment submission.
 - (3) If another assessment submission 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.
- b) Students are awarded three separate attempts to submit any single assessment. Students will submit all evidence through our LMS, Moodle. If an assessment is 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. If a learner submits coursework after their deadline without a prearranged agreement to do so in place, the assessor will mark the submission which is

closest to the due date (but no later than the due date itself).

- c) Students will receive their first and second assessment submissions free of charge as per The TEFL Institute of Ireland's assessment policy. If further assessment submissions are needed, a fee of £22.50 / €25 / \$30 will be charged for each additional assessment submission.
- d) Upon failing all three separate opportunities for a single assessment, students will officially be recorded as a fail grade on their TEFL course. The certificate and 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 on the learning platform.
- e) Upon paying the full course fee once again, the assessment process will begin anew for the student. No expeditions of the assessment process will be allowed on the students' behalf.

6) Assessment Submissions, Deadline Extensions and Missed Deadlines

- a) **Assessment submissions:** 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 requested to submit their assessment once again. This will be marked free of charge as part of the course fee. If all answers are correct in:
 - i) Assessment 1, the assessor will inform the learner and they will be granted access to Modules 4-6.
 - ii) Assessment 2, the assessor will inform the learner and they will be granted access to Modules 7-10
 - iii) Assessment 3, the assessor will inform the learner and their coursework will be sent for IQA check.
- b) If all answers are not correct in Assessments 1, 2 or 3, the assessor will provide feedback to the learner on the learning platform regarding the incorrect answers and ask them to resubmit their assessment within 10 working days.
- c) Once an assessment submission 2 has been submitted, the assessor will mark the learner's work. If there are still incorrect answers and learners require a further assessment submission (number 3), they will need to pay a fee of £22.50 / €25 / \$30 to continue.
- d) This process will be repeated for subsequent reassessments as outlined below:
 - i) Assessment 1 Submission 3

- ii) Assessment 2 Submission 3
 - iii) Assessment 3 Submission 3
- e) Please note: The company retains the right to grant further assessment submission attempts at the discretion of the Academic Director or other senior management. These will also be subjected to a fee of £22.50 / €25 / \$30.
- f) 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.
- i) 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 (GMT) on 8th February, their assessment will be failed.
 - ii) Any decisions to the contrary are at the discretion of the company.
- g) Once the payment has been received, the assessor will set the learner a 10-working day deadline to resubmit their assessment. All assessment submissions will be submitted on our LMS, Moodle.
- h) Deadline extensions:
- i) 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 assessment resubmission and no more.
 - ii) 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. The TEFL Institute of Ireland 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.
 - iii) 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.

7) Referencing Rules & Guidelines

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. At the end of each assessment, **you must list all external materials** that you used to complete your course. It is essential that you list **at least one reference per module** (this equals 3 references in Assessment 1, 3 references in Assessment 2, 4 references in Assessment 4).

It is not necessary to provide references in your answers themselves, although if you wish to this is acceptable. **You must also note them in the appropriate section at the end of each assessment.**

Rules & Guidelines:

- *If you include directly quoted references, as a general guideline, they shouldn't constitute more than 25% of your total answer.*
- *DO NOT reference or quote the course materials. The course materials are not to be copied and even if sourced, won't count as external resources.*
- *DO NOT overuse references. It is important that the vast majority of your answers are in your own words. No extra credit will be given to long, numerous or complex references but an answer may be failed and asked to be resubmitted if the assessor believes that there's not enough original content.*
- *DO NOT provide more than 3 references from the same source throughout the assessment.*
- *It is not necessary to provide a reference to every question. There will be no extra credit given.*
- *If you don't provide enough information for us to verify your reference (such as a URL for web references or title/author/year for books), then the answer will need to be resubmitted.*
- *When referencing a website, include the full web address and not only the homepage.*

8) How to provide academic references

Academic references can be provided in many different ways but the most important thing is to include enough information for us to be able to verify your reference. At a minimum, we need:

- **Book References:** Author, title and year of publication of the book.
- **Web References:** Exact link to the webpage, not the homepage. There is no need to hyperlink the web address - copying and pasting the full URL will be sufficient.

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

At the end of each assessment, there is a question which asks you to list the references you used to complete that assessment. Please include the minimum references required in this

section. Even if you provided references in-text, please also add them to this final question. Failure to do so will result in being asked to resubmit your assessment.

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

assessment: **a) Referencing Books**

Harmer, How to Teach English, 2001

b) Referencing Websites

<https://www.teachingenglish.org.uk/article/multilingual>

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 references in other styles, such as the Harvard Referencing style, feel free to do so. We don't mind which style you present your references in as long as they are verifiable and located in the final question of the assessment where we ask for you to record them.

Last Reviewed: 17/10/2021 JT