

Kerry ETB Academic Integrity Policy



**BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ**

**KERRY EDUCATION
AND TRAINING BOARD**

CONTROL SHEET

Policy and Procedure Title	Kerry ETB Academic Integrity Policy
Responsible Office(s)	Kerry ETB QA Unit
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1. Academic Integrity: Principles of Assessment and Values

1.1 Principles

Assessment is underpinned by the **principles of assessment** including the *fair* principle (equal opportunity for all learners) and *consistent* principle (consistency in approach to assessment across Kerry ETBs centres, programmes, and modules). To ensure the fair and consistent assessment of learners, the following policy provides guidelines and should shape responses to academic integrity in Kerry ETB. Kerry ETB's Quality Assurance System overarches these principles and ensures learner achievement is assessed in a fair and consistent way in line with the national standards for the award.

1.2 Values

Kerry ETB views academic integrity as a commitment to six fundamental values, as expressed by the International Centre for Academic Integrity (ICAI): honesty, trust, fairness, respect, responsibility, and courage.

These fundamental values and the commitment of Kerry ETB to act on them are foundational to fostering a teacher and learning environment of academic integrity.

2. Purpose of Policy

Kerry ETB is committed to preserving the highest standards of honesty, openness, and accountability. Academic integrity is an expression of these standards in preparing for assessment and during assessments. High standards of academic integrity are critical to Kerry ETB as they maintain trust in Kerry ETB courses, programmes, and certification.

To ensure that learners have received clear guidance on what constitutes academic integrity, learners should be advised on their obligations and given an opportunity to discuss and ask questions about academic integrity.

The Purpose of the policy is to set out:

- The definition of academic integrity as it applies and is understood in Kerry ETB
- Which contexts and to whom it applies in order to assist the guidance of ethical behaviour.

3. Application and Scope

This policy applies to all engaged in FET assessment activities in Kerry ETB.

4. Definitions

4.1 Academic Integrity

Academic Integrity is an ethical approach and commitment to preserving high standards of honesty, care, and accountability in preparing for and doing assessments i.e. written and practical assessments, skills demonstration and examinations. Approaching assessments with academic integrity allows a learner to prepare and submit their best work. It also provides them with an understanding and an opportunity to develop skills for future studies, such as referencing and citation skills, and good professional practice in the workplace such as working independently.

Kerry ETB values and support good academic work and expects all involved in assessment, staff, and learners, to embrace the principles and values of academic integrity and to work to prevent and combat academic malpractice.

4.2 Assessment Malpractice

An assessment system malpractice is any act or practice which brings into question the validity or integrity of the assessment process and which normally arises due to one or more non-accidental factor. In general, this falls into two broad categories:

- Plagiarism (Including Artificial Intelligence AI writing tools)
- Unacceptable Behaviour

4.2.1 Plagiarism

Plagiarism in assessment may include but is not limited to:

- Representing work completed by and/or authored by another person (including other learners, family, work colleagues, and friends) as their own
- Procuring work from a company or external source including the internet
- Copying work from any source or medium without reference (i.e. website, book, journal article) using Harvard style
- Taking a passage of text, or an idea, and summarising it without acknowledging the original source using Harvard style
- Passing off collaborative work as one's own
- Piecing together sections of others' work into a new whole
- Submitting another learner's work with or without their knowledge.

The submission of such plagiarised materials for assessment purposes is fraudulent and all suspected cases will be investigated and dealt with appropriately using the 6.10 ASSESSMENT MALPRACTICE procedure <https://www.kerryetb.ie/wp-content/uploads/2020/04/6.10-Assessment-Malpractice.pdf>

4.2.2 Unacceptable Behaviour

Unacceptable behaviour in assessment may include but is not limited to:

- Unauthorised removal of assessment material from the assessment location
- Deliberate damage to or destroying of assessment related materials
- Use of electronic communication device/technology or other unauthorised materials during the assessment
- Assisting other learners during the assessment
- In an assessment event (e.g. examination), any form of communication with other learners (written, verbal, gestures, expressions, pointing, etc.)
- Collusion by working collaboratively with other learners, beyond what is allowed
- Copying from another learner (both parties involved in the investigation)
- Fabrication of results and/or evidence
- Falsification (faulty data collection methods)
- Behaving in such a way as to undermine the integrity of the assessment event or process.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment
- Engaging in unsafe practices in assessment
- Disruptive, violent, and offensive behaviour in relation to assessment
- Tampering or interfering with assessment materials or another learner's work
- Submission for assessment of a piece of work that has been purchased/procured from another source where the work is not the learner's own work.

5. Dealing with Breaches of Academic Integrity

The procedure for dealing with breaches of academic integrity is 6.10 ASSESSMENT MALPRACTICE <https://www.kerryetb.ie/wp-content/uploads/2020/04/6.10-Assessment-Malpractice.pdf>

6. Supporting a Culture of Academic Integrity

Kerry ETB recognises that academic integrity is a shared responsibility and commits to building and sustaining a culture of academic integrity in a number of ways:

Academic Governance

Sound academic governance and academic integrity are closely intertwined. The Quality Council oversees the planning, coordination, quality, development, and improvement of all aspects of FET Programmes in Kerry ETB. It protects, maintains, and develops the standards of FET programmes and related activities. It has responsibilities concerning FET QA policies and procedures, FET programmes, monitoring & review, assessment, and apprenticeship specific roles.

Quality Assurance

Academic integrity is at the heart of Kerry ETB's approach to FET quality. Primarily the Kerry ETB QA Handbook supports a culture of academic integrity by setting out Kerry ETB's quality management framework, policies, and procedures. It focuses particularly on

- Documented Approach to Quality Assurance
- Programme Development
- Access, Transfer, And Progression
- Teaching, Learning, And Assessment Strategy
- Blended Learning
- Assessment of Learners
- Support For Learners
- Information And Data Management
- Provision And Use Of Public Information
- Other Parties Involved In Education And Training
- Self-Evaluation, Monitoring, And Review

Staff Supports

Kerry ETB commits to supporting staff to

- Gain knowledge and understanding of how to support academic integrity
- Be confident in approaches to supporting academic integrity
- Model academic integrity practices

Learner Supports

Kerry ETB commits to supporting learners to

- Develop an understanding and skills at induction
- Provide information on Kerry ETB Academic Integrity expectations

- Provide academic support to them throughout their studies/ training programme

Limiting Opportunities

Limiting the opportunities to engage in academic malpractice is an important aspect of Academic Integrity in Kerry ETB and through the implementation of its assessment procedures, Kerry ETB commits to minimising such opportunities. Kerry ETB FET Assessment Procedures are available at this link: <https://www.kerryetb.ie/further-education-training/quality-assurance/programme-delivery-and-assessment/>

Detection

Kerry ETB has committed to ways to detect when academic malpractice has occurred through the use of specific tools and practices outlined below:

- 'Turn It In' for NFQ Level 5 and Level 6 Course Specific
- Supporting the investigation of breaches of academic integrity as outlined in 6.10 ASSESSMENT MALPRACTICE

Reporting and Data Analysis

Kerry ETB has committed to

- Implementing a continuous improvement approach to academic integrity across the FET provision of Kerry ETB through regular review and assessment of perceptions.
- To the inclusion of Academic Integrity in its Quality Improvement Plan.
- To address specific academic integrity actions annually.

2022 – 2024 Proposed Action Plan

Theme	Actions	Tasks
Induction	Provide learners with inductions to Kerry ETB expectations of academic integrity	IT Supports for Referencing Introduction to Harvard Referencing
Governance	Revise Quality Council Terms of Reference	Revise Quality Council Terms of Reference to include Academic Integrity as an area of responsibility
Professional Development	Identify staff professional development needs	Identification of academic integrity training needs of staff
Infrastructure	Review Turn It In Pilot	Review findings from the pilot project Provide Turn It In Plug in to MS Teams
A Learners Guide to Academic Integrity	Circulate A Learners Guide to Academic Integrity	Include hyperlink of the ETBI Learner Guideline on the Learner Handbook

Table 1 2022 -2024 Proposed Action Plan

Referencing:

National Academic Integrity Network. 2021 Quality and Qualifications Ireland. Available at: <https://www.qqi.ie/what-we-do/engagement-insights-and-knowledge-sharing/national-academic-integrity-network> (Accessed: March 25, 2022).

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