



# The TEFL Institute Plagiarism, Deadlines & Academic Referencing Policies

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### 1) Introduction

- a) This document outlines our policies on the Level 5 assessment, reassessments, 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. 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 £22.50 / €25 / \$30 must be made.
    - (2) ALL instances of plagiarism from all 11 modules of 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 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.
- c) Whether Option A or Option B is taken, copies of all relevant documentation and communication will be recorded in The TEFL Institute'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 Company Director in accordance with the The TEFL Institute 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 2 calendar months from the date they were failed for plagiarism to remove the plagiarism and pay the fee to continue their assessments. If both of these conditions are not met within this 2 month period, the assessment will be permanently failed. Should a learner wish to continue after missing the 2 month deadline, they will have to purchase the course at full price and complete the assessment again from the beginning.

## **5) Assessment & Reassessment Procedures**

- a) Learners will receive the following assessments free of charge:
  - i) Initial assessment
  - ii) Reassessment 1
  - iii) Post Internal Quality Assessment (IQA) 1
    - (1) Marking of the first post IQA reassessment will be free unless there are any incorrect answers.
    - (2) At this point, the assessor/ IQA will either fail the learner, or grant another reassessment.
    - (3) 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.
- b) Students are awarded three separate attempts for the reassessment process following initial coursework completion. Students' reassessment answers will be collected through an online Google form. If this form 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.

- c) Students will receive their first reassessment free of charge as per The TEFL Institute's assessment policy. If a second and third reassessment is needed, a fee of £22.50 / €25 / \$30 will be charged for each additional reassessment.
- d) Upon failing all three separate opportunities for reassessment, students will officially be recorded as a fail grade on their TEFL course. The certificate and reassessment 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 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.

## **6) Reassessment, Deadline Extensions and Missed Deadlines**

- a) 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.
- b) Once reassessment 1 has been submitted, the assessor will mark the learner's work until one incorrect answer is found, whereupon they will:
  - i) Note the incorrect answer in the assessor's notes.
  - ii) Stop marking and contact the learner requesting a fee be paid of £22.50 / €25 / \$30 to complete and issue reassessment 2.
- c) This process will be repeated for subsequent reassessments as outlined below:
  - i) Reassessment 2
  - ii) Reassessment 3
  - iii) Post IQA 2
- d) 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.

- e) Once the payment has been received, the assessor will complete the assessment in full and return it to the learner within 10 working days.
  - i) The assessor's notes and reassessment form will not be finished at the time of requesting payment.
  - ii) The learner will have no access to either the notes or any other documents before the payment is made.
  - iii) 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.
  
- f) 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 reassessment 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 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. References are required in the following questions:

- Modules 1-11 Question 1
- Module 3 Question 17
- Module 11 Question 10

### 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 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 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.*
- *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/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

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. References are required in the following questions:

- Modules 1-11 Question 1
- Module 3 Question 17
- Module 11 Question 10

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.**

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

### a) Referencing Books

#### Direct quotes:

One of the most important skills teachers can have is how they speak with their students. "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" (Harmer, How to Teach English, 2001) [Continue with the rest of your answer here...]

#### Indirect paraphrasing:

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. This skill doesn't require any special skills, just a good awareness of the learners and how to communicate with them effectively. [Continue with the rest of your answer here...]

(Harmer, How to Teach English, 2001)

## b) 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>) [Continue with the rest of your answer here...]

### Indirect paraphrasing:

Multilingual classes are defined as a classroom in which there are a mixture of first languages (<https://www.teachingenglish.org.uk/article/multilingual>). [Continue with the rest of your answer here...]

Or

Multilingual classes are defined as a classroom in which there are a mixture of first languages. [Continue with the rest of your answer here...]

(<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.

