



Dear Learner,

CIH Housing Academy has noticed an increase in the number of learner assignments that have high Unicheck scores.

We are taking this opportunity to remind you that **ALL** assignments at levels 3,4 & 5 are subject to this automatic check when submitted for grading and that all Unicheck scores are reviewed by tutors. It is an essential requirement that the work you submit is entirely your own effort and that you clearly indicate any content you have obtained from another source. Level 2 assignments do not use Unicheck but will still be checked for plagiarism manually by your tutor.

So, what is Unicheck?

Unicheck is a system that detects plagiarism (cheating). It highlights any text in your submission which has previously appeared in other sources, including

- all assignments previously submitted by other learners
- any online material, (identified using a live web index)
- extracts from the Moodle learning materials

When you submit your assignment your Unicheck score will appear alongside your submission. Your tutor then views a detailed Unicheck report which highlights any sections which have been copied from another source and indicates the exact origin of that source.

What happens if my assignment shows a high similarity score?

Depending on the extent and source of the copied text, possible outcomes include:

- your tutor advises you about the high score and how to avoid this happening in future – to ensure you express everything in your own words, and clearly indicate any brief quotes used
- your submission receives a refer grade because not enough of it is your own original work. If this was your third attempt at this assignment you would fail the unit and only be able to re-take it by paying the unit fee again.
- the Housing Academy carries out an investigation. This could lead to a formal warning which remains in place for the remainder of your studies with CIH.
- In extreme cases, plagiarism carries the risk of being withdrawn from the course completely.

How can I avoid being suspected of poor academic practice?

- Always write your assignment using your own words – never paste in text from other sources.
- If you do use a short quote in your work, clearly indicate that these are not your own words, by using speech marks or italics. The Housing Academy requires that no more than 10% of a submission should be made up of quoted material



- Use referencing to indicate the sources you have used to prepare for your assignment – see [‘Referencing Techniques’](#) in the Study Skills & Support area on Moodle.
- There is also a summary of guidance for [levels 2 and 3](#) and [level 4 and above](#)
- Your tutor will always be glad to advise on these points, so ask for help if you’re not sure
- Never share your work with other learners, as this is also regarded as malpractice and will be identified in the course of an investigation if another learner copies your work, even after you have completed your course.

Where can I find out more?

- We strongly advise you to read this short section in your [Learner Handbook](#): ‘Plagiarism and Detection Systems’ 8.10 and ‘Poor Academic practice’ 8.11
- There is also information in the Housing Academy’s [Malpractice Procedure](#).

If you have any queries, please contact housing.academy@cih.org

Regards

Housing Academy