



# Assessment Malpractice and Maladministration Policy

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# Assessment Malpractice and Maladministration Policy

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications; and/or damage the authority, reputation or credibility of the College.

Malpractice may best be described as 'cheating'.

## **This policy aims to ensure that:**

- the risk of malpractice by staff or learners is identified and minimised
- any incident of alleged malpractice is promptly and objectively responded to by the relevant staff
- appropriate penalties and / or sanctions are imposed on learners and staff where incidents (or attempted incidents) of malpractice are proven
- conflict of interest in relation to assessment practice is avoided.

## **Staff responsibility**

All members of staff or contractors (whether employed under a contract of employment or a contract for services) are required to work within the terms of this Policy to ensure the integrity and validity of assessment, the certification of qualifications and prevent damage to the authority of those responsible for conducting the assessment and certification.

Staff or contractors must ensure that they:

- are aware of and comply with the Awarding Organisation and Group requirements for internal and external assessment including Access, Examination and invigilation arrangements
- comply with Awarding Organisation administration processes and report any instances of maladministration
- take part in induction and updating activities
- inform learners of the Malpractice and Maladministration Policy
- design assessment opportunities that limit the opportunity for malpractice
- check the validity of learners' work
- work within the College Assessment Review process
  - declare any conflict between personal, professional or business interest that will impact on assessment practice
  - co-operate fully with an enquiry into an allegation of malpractice.

## **Teachers' responsibilities**

- seek to avoid potential malpractice by using the induction period and published information to ensure learners are aware of and understand the policy on malpractice and the penalties for attempted and actual incidents of malpractice
- show learners the appropriate formats to record cited texts and other materials or information sources
- ask learners to declare that their work is their own and wherever possible submit work through software that checks for plagiarism

## **Investigating alleged malpractice**

Any alleged incident of malpractice will be investigated in line with the relevant College policies relating to student or staff behaviour.

The College will:

- conduct an investigation in an open, fair and equitable manner. This will be conducted by a manager ideally from the faculty or centre if they do not form part of the complaint. If this is the case, the Head of Quality will allocate the case to an independent manager to oversee this process, make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven
- give the individual the opportunity to respond to the allegations made
- inform the individual of the avenues for appealing against any judgment made
- document all stages of any investigation
- report suspicions or actual incidents of malpractice to the Awarding Organisation within the specified timeframe as per their policy

Where malpractice is proven, the College will apply penalties/sanctions in accordance with the Awarding Organisation and / or the College's disciplinary procedures.

## **Definition of Malpractice by Learners**

**This list is not exhaustive and other instances of malpractice may be considered:**

- plagiarism of any nature, including direct quotation without acknowledging the source
- collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- copying (including the use of ICT to aid copying)
- deliberate destruction of another's work
- fabrication of results or evidence
- false declaration of authenticity in relation to the contents of a portfolio or coursework
- 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/ examination/ test
- failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator or Awarding Organisation conditions in relation to the assessment /examination/ test rules, regulation and security misuse of assessment/examination materials

- introduction and use of unauthorised material contra to the requirements of supervised assessment examination/test conditions, for example: notes, study guides, personal stereos, mobile phones or other similar electronic devices
- obtaining, receiving, exchanging or passing on information which could be assessment examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment examination/test
- the alteration of any results document, including certificates
- cheating to gain an unfair advantage
- attempting to declare an illness to get assistance in exams.

### **Definition of Malpractice by Staff**

**This list is not exhaustive and other instances of malpractice may be considered:**

- improper assistance to candidates
- inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- failure to keep candidate coursework/ portfolios of evidence secure
- fraudulent claims for certificates
- inappropriate retention of certificates
- failure to follow Awarding Organisation policies and procedures for administering the internal or external assessment processes
- assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves staff producing work for the learner
- producing falsified witness statements, for example for evidence the learner has not generated
- allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment task/ portfolio/ coursework
- facilitating and allowing impersonation
- misusing the conditions for special learner requirements
- falsifying records/certificates, for example by alteration, substitution, or by fraud
- fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment
- failing to keep assessment examination/ test papers secure prior to the assessment examination/ test
- obtaining unauthorised access to assessment examination/ test material prior to an assessment examination/ test.