

# Assessment Malpractice Policy

## Introduction

This policy is to be read in conjunction with our assessment policy. It outlines the process we will follow should we believe that there has been any malpractice by staff or students in relation to assessments for any qualifications that we offer at Foundations, whether assessed internally or externally.

## Aim:

- To identify and minimise the risk of malpractice by staff or learners
- To respond to any incident of alleged malpractice promptly and objectively
- To standardise and record any investigation of malpractice to ensure openness and fairness.
- To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven
- To protect the integrity of the centre and qualifications

In order to do this, the centre will:

- Seek to avoid potential malpractice by using the staff induction period and the student induction to inform learners of the centre's 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
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Centre Manager and all personnel linked to the allegation. It will proceed through the following stages:

- 1 Investigation of allegation and interview with learner or staff member
- 2 Outcome of investigation reported back to learner or staff member
- 3 Appropriate action taken

We will 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.

We will give the individual the opportunity to respond to the allegations made.

We will inform the individual of the avenues for appealing against any judgment made.

We will document all stages of any investigation.

Where malpractice is proven, this centre will apply the appropriate penalties / sanctions such as:

- 1 Writing to employers to advise of outcome of investigation
- 2 Requiring the learner completes all work again
- 3 Any malpractice by staff members will be dealt with by the staff disciplinary policy

## Definition of Malpractice by Learners

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

- Plagiarism of any nature
- 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

## Definition of Malpractice by Centre Staff

- 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
- Inappropriate retention of certificates
- 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 centre 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, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- 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

This policy will be reviewed annually by the Managing Director