

MALPRACTICE POLICY

Effective for employees, students, Directors and volunteers on or after 1 September 2018

Date: 25 August 2018

Date of next Review: September 2019

Malpractice Policy

This policy sets out to identify to staff and students what constitutes malpractice, and give examples.

L&F considers any element of malpractice to be a serious issue, and this policy defines malpractice from both student and staff perspective, and how instances of this would be dealt with.

Malpractice is any irregular conduct, on the part of a candidate or Academy staff, which gives unfair advantage to a candidate or group of candidates, or disadvantages other candidates.

Student Malpractice

The Student Discipline Policy, which is distributed and discussed with all students during induction and guidance, outlines the consequences of such conduct.

An example of irregular conduct which constitutes malpractice includes:

- plagiarism of another's work
- copying or collusion, or attempted copying or collusion, during an examination or of other assessed work
- obtaining unauthorised access to assessment or examination material
- using or trying to use unauthorised material or other aids in an closed book assessment or examination (e.g. unauthorised electronic media such as mobile phones and palm tops; notes, books and study guides)
- behaviour which disrupts, or has the potential to disrupt, the smooth running of the examination (eg not following the invigilator's instructions)
- impersonating a candidate (i.e. claiming to be someone other than yourself)
- altering or forging any results, documents or certificates

Identifying malpractice

Cases of malpractice can be identified in a number of different ways. They may be:

- reported by a lecturer or examiner via a report where the behaviour of an individual has had a disruptive effect on other candidates
- reported by an examiner or assessor, who may identify shared answers in an examination script or identical wording in a coursework assignment
- identified by an internal verifier who may identify identical work in coursework assignments
- identified by an external verifier, during a verification event

In cases where malpractice is identified or suspected, the Student Discipline Policy would apply.

Staff Malpractice or Maladministration

All cases of suspected malpractice/maladministration within the Academy (ie by academy staff, or other individuals involved in the provision, assessment, internal verification and or administration of qualifications) must be acted upon immediately.

Definition of Malpractice by Academy Staff

This list is not exhaustive and the academy at its discretion may consider other instances of malpractice:

- 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.
- 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 college 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 assessment/coursework/ portfolio.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, for example where learners are permitted additional support, such as a scribe, which is acceptable 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.

In instances where there is evidence or allegation of assessment malpractice by Academy staff (either internally reported, or identified by sources outside of the college – eg an Awarding Body External Verifier during a verification event) this should be reported to the Depute Principal who will arrange for related investigations to be conducted as a matter of urgency. The Staff Disciplinary Policy and Procedures would apply.