

Name of Policy

ASSESSMENT MALPRACTICE POLICY

Policy objectives

- To define malpractice in the context of assessment and certification for all qualifications
- To set out the rights and responsibilities, with regard to malpractice, of the learner

Author / Job Title

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**Equality Assessment
By Whom**

Quality Improvement Manager

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Approved by

	Date
Senior Manager	
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Corporation	

**Related policies or
procedures or parent
policy if applicable**

Appeals Policy
Teaching and Learning Policy
Internal Verification and Moderation Policy

**Groups/bodies
consulted in the
development of the
policy**

**To be published on
College website**

YES

ASSESSMENT MALPRACTICE POLICY

Malpractice consists of those acts which undermine the integrity and validity of assessment and the certification of qualifications.

The College does not tolerate actions (or attempted actions) of malpractice by learners in connection with their qualifications. The College may impose penalties and/or sanctions on learners where incidents (or attempted incidents) of malpractice have been proven.

Introduction

The policy on malpractice aims to:

- define malpractice in the context of assessment and certification for all qualifications
- set out the rights and responsibilities, with regard to malpractice, of the learner.

It is in the interest of learners to respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice. Course team leaders are required to inform learners of their responsibilities and rights. Curriculum managers or their nominees are expected to supervise investigations resulting from allegations of malpractice.

The College reserves the right, in suspected cases of malpractice, to withhold the issuing of results/certificates while an investigation is in progress. Depending on the outcome of the investigation results/certificates may be released or withheld. Awarding bodies and higher Education Institutions may have additional procedures that need to be followed where suspected and/or proved academic malpractice is confirmed.

Guidance on assessment malpractice

The College requires assessors to ask learners to declare that their work is their own.

- For internally assessed units, assessors are responsible for checking the validity of the learner's work
- For externally assessed units, eg the controlled assessment, the learner must sign the statement of authenticity that is provided by awarding bodies
- NVQs learners must sign a written declaration that the evidence submitted is their own work. Assessors must confirm that evidence for the NVQ comes from the candidates own work.

Course team leaders take positive steps to prevent or reduce the occurrence of learner malpractice. These steps include:

- using the induction period to inform learners of the College's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- where applicable using the induction period to inform learners of the purpose and use of the College anti-plagiarism software
- showing learners the appropriate formats to record cited texts and other materials or information sources including websites. Learners should not be discouraged from conducting research; indeed evidence of relevant research often contributes to the achievement of higher grades. However, the submitted work must show evidence that the

learner has interpreted and synthesised appropriate information and has acknowledged any sources used.

- introducing procedures for assessing work in a way that reduces or identifies malpractice, eg plagiarism, collusion, cheating, etc. These procedures may include:
 - periods of supervised sessions during which evidence for assignments/tasks/coursework is produced by the learner
 - altering assessment assignments/tasks/tools on a regular basis
 - the assessor assessing work for a single assignment/task in a single session for the complete cohort of learners
 - using oral questions with learners to ascertain their understanding Of the concepts, application, etc within their work
 - assessors getting to know their learners' styles and abilities, etc
 - assessors using College authorised plagiarism software
- ensuring access controls are installed to prevent learners from accessing and using other people's work when using networked computers.

1 Learner malpractice

Attempting to or actually carrying out any malpractice activity is not permitted by the College. The following are examples of malpractice by learners. This list is not exhaustive and other instances of malpractice may be considered by the College at its discretion:

- plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work, thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source
- collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes, etc are an essential part of team work and this must be made clear to the learners
- 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
- fabrication of results and/or evidence
- failing to abide by the instructions or advice of an assessor, a supervisor or an invigilator, conditions in relation to the assessment/examination/test rules, regulations and security
- misuse of assessment/examination material
- introduction and/or use of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (when prohibited), 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 conditions
- behaving in such a way as to undermine the integrity of the assessment / examination / test
- the alteration of any results document, including certificates
- cheating to gain an unfair advantage.

2 Investigating alleged malpractice

When dealing with alleged malpractice the course team leader will deal primarily with the learner and the curriculum manager.

As part of the investigation the College retains the right to:

- involve the learner and others in the investigation process
- deal with the learner (if aged 19 or above) and/or the learner's representative.

This may occur, for example, when a learner's account of events is at variance with that of the centre.

During the investigation period the release of results/certificate may be withheld, pending the outcome of the investigation.

3 Dealing with malpractice

It is the responsibility of course team leaders and curriculum managers to carry out an investigation into allegations of malpractice. If the College discovers or suspects anyone of malpractice, the course team leader must make the accused fully aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven. If a learner is under 19 years of age, the learner's guardian must also be informed.

If the College is accusing anyone of malpractice, the College must give the accused the opportunity to respond (preferably in writing) to the allegations made. The College must also inform anyone accused of malpractice of the avenues for appealing should a judgment be made against them.

4 Penalties and sanctions applied by the College

Where malpractice against a learner is proven, the College will have to consider whether the integrity of its assessments/examinations/tests might be jeopardised if the learner in question were to be involved in future assessments/examinations/tests. The College may take action to protect the integrity of its assessments/examinations/tests in the future. This action may include the College refusing to accept assessment/examination entries from a learner in cases where malpractice is established.

5 The use of e-assessment

The College uses and promotes the plagiarism detection software – Turnitin and supports the use of e-assessment whenever possible. When using e-assessment, all learners are required to submit their work via the Turnitin module found in the Moodle Virtual Learning Environment. The only exception is when the Turnitin software is not able to check the e-assessment activity or authenticity, for example the submission of a video or screen capture.

6 Appeals

Please refer to the College's Appeals Policy.

In all cases where academic malpractice is suspected and/or confirmed the procedures of awarding bodies and/or Higher Education Institutions will be followed in addition to the procedure outlined above, with the outcomes of any investigations reported to them.