

Name of Policy **ASSESSMENT MALPRACTICE & MALADMINISTRATION POLICY**

Policy objectives

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

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Equality Assessment By Whom Quality & Staff Development Manager **Date** 6/2017

Version 6 **Date of next review (month & year)** 6/2018

		Date
Approved by	Senior Manager	20/6/17
	SMT	20/6/17
	Corporation	

Related policies or procedures or parent policy if applicable Academic 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 & MALADMINISTRATION 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.

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration.

All staff involved in the management, assessment and quality assurance of our qualifications, and learners, are fully aware of the contents of the policy and we have arrangements in place to prevent and investigate instances of malpractice and maladministration.

Definition of Malpractice

Malpractice is essentially any activity or practice which deliberately contravenes regulations and compromises the integrity of the internal or external assessment process and/or the validity of certificates.

It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- the assessment process;
- the integrity of a regulated qualification;
- the validity of a result or certificate;
- the reputation and credibility of Macclesfield College or,
- the qualification or the wider qualifications community.

Malpractice may include a range of issues from the failure to maintain appropriate records or systems, to the deliberate falsification of records in order to claim certificates.

For the purpose of this policy this term also covers misconduct and forms of unnecessary discrimination or bias towards certain or groups of learners.

Examples of malpractice

- Failure to carry out internal assessment, internal moderation or internal verification in accordance with our requirements
- Deliberate failure to adhere to our learner registration and certification procedures.
- Deliberate failure to continually adhere to our centre recognition and/or qualification approval requirements or actions assigned to your centre
- Deliberate failure to maintain appropriate auditable records, e.g. certification claims and/or forgery of evidence
- Fraudulent claim(s) for certificates

- Intentional withholding of information from us which is critical to maintaining the rigour of quality assurance and standards of qualifications
- Collusion or permitting collusion in exams/assessments
- Learners still working towards qualification after certification claims have been made
- Plagiarism by learners/staff
- Copying from another learner (including using ICT to do so).

Definition of Maladministration

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration.

Examples of maladministration

- Persistent failure to adhere to the awarding bodies learner registration and certification procedures.
- Persistent failure to adhere to the awarding bodies Centre recognition and/or qualification requirements and/or
- associated actions assigned to the Centre
- Late learner registrations (both infrequent and persistent)
- Unreasonable delays in responding to requests and/or communications from the awarding body
- Inaccurate claim for certificates
- Failure to maintain appropriate auditable records, e.g. certification claims and/or forgery of evidence
- Withholding of information, by deliberate act or omission, from us which is required to assure Active

Investigating alleged malpractice/maladministration

Anybody who identifies or is made aware of suspected or actual cases of malpractice or maladministration at any time must immediately notify the Programme Leader. In doing so they should put them in writing/email and enclose appropriate supporting evidence. If a learner is under 19 years of age, the learner's guardian must also be informed.

All allegations must include (where possible):

- Learner's name and registration number
- Staff members name and job role - if they are involved in the case
- Details of the course/qualification affected or nature of the service affected
- Nature of the suspected or actual malpractice and associated dates and details of anybody else involved in the case, including any mitigating circumstances.

The Programme Leader and Head of Faculty will then conduct an initial investigation prior to ensure that staff involved in the initial investigation are competent and have no personal interest in the outcome of the investigation.

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.

In all cases of suspected malpractice and maladministration reported the identity of the 'informant' will be protected in accordance with the college's duty of confidentiality and/or any other legal duty.

Penalties and sanctions applied by the College

Where malpractice or maladministration 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.

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.

Appeals

Please refer to the College's Appeals Policy.

In all cases where malpractice or maladministration 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.