

## ASSESSMENT MALPRACTICE POLICY

### Purpose & Scope

#### 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 this centre and qualifications.

#### Scope

The policy applies to all programmes offered by the College where all or part of the programme is formally assessed. The college aims to promote equality and diversity and is committed to the safeguarding of all learners and staff.

### Policy Statement

In order to do this, the centre will:

- Seek to avoid potential malpractice by using the induction period and the VLE 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 Senior Leadership Team (SLT) and all personnel linked to the allegation. It will proceed through the following stages:

1. Carry out an initial investigation to find out whether incident warrants further action -  
If malpractice is discovered Awarding Body guidelines should be consulted.  
If the Awarding Body requires notification of malpractice a meeting should take place with the appropriate line manager to define the college response.
  2. If the investigation finds further action is needed then the student behaviour & discipline policy should be invoked.
  3. Put in place an action plan to resolve issues uncovered in investigation.
- 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.
  - The Centre will report any suspected malpractice to the relevant awarding body in line with their guidelines and timescales.

#### 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.
- Misuse of artificial intelligence (AI) including, but not limited to the following:
  - Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own.
  - Copying or paraphrasing whole responses of AI-generated content.
  - Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations.
  - Failing to acknowledge use of AI tools when they have been used as a source of information.
  - Incomplete or poor acknowledgement of AI tools.
  - Submitting work with intentionally incomplete or misleading references or bibliographies.

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

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

- 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.
- 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.

The full JCQ guidance on malpractice is here:

[JCQ Suspected Malpractice: Policies and Procedures 2022-23](#)

Links to the following guidance documents are available here:

[AI Use in Assessments: Protecting the Integrity of Qualifications](#)  
[Plagiarism in Assessments](#)  
[Notice to Centres – malpractice](#)  
[Public Interest Disclosure Act \(Whistleblowing\)](#)

**This policy/procedure has been reviewed regarding the requirement for an Equality and Diversity Impact Assessment and a Privacy Impact Assessment.**

**At this stage it is felt that a full impact or privacy assessment is unnecessary as the college public duty has been discharged through a related policy/procedure or there is no current requirement.**

Document Control		Linked Policies/Strategies	Linked Procedures
Policy	Assessment Malpractice	Observation of TLA Policy Assessment and Marking Policy	Observation of TLA
Responsibility	Assistant Principal Planning, Performance & Quality		
Approval Date	June 2023		
Review Date	June 2024		
Approval Group	Curriculum & Quality	SLT	