

## 1 Scope

1.1 This procedure covers all programmes and is based on the Malpractice Procedure. Malpractice consists of the acts which undermine the integrity and validity of assessment, certification of qualification and/or damage the authority of those responsible for conducting the assessment and certification.

1.2 The procedure also covers Maladministration with respect to processes of Assessment. All processes of reporting and investigation of Malpractice also apply to cases of suspected or actual Maladministration.

### 1.3 Scope of Malpractice

The following are examples of Malpractice by staff (the list is not exhaustive).

1.3.1 Alteration of assessment and grading criteria.

1.3.2 Assisting learners in the production of work for assessment, where support influences the outcomes of assessment.

1.3.3 Producing falsified entries statements.

1.3.4 Allowing evidence which is known not to be the learner's own, to be included in a learner's assignment or portfolio.

1.3.5 Failing to keep learner computer files secure.

1.3.6 Falsifying records or certificates.

1.3.7 Fraudulent certificate claims, e.g. claiming prior to completion.

1.3.8 Failure to keep assessment/examination/test papers secure.

1.3.9 Obtaining unauthorized access to assessment/exam/test material prior to the correct time of use.

The following are examples of Malpractice by learners (the list is not exhaustive):

1.3.10 Submission of work for assessment in which content claimed as their own is plagiarised

1.3.11 Changing or otherwise falsifying grades or marks on work which has been returned

1.3.12 Carrying out work for another learner who will claim it as their own

1.3.13 Sitting examinations with an identity other than their own.

### 1.4 Scope of Maladministration

The following are examples of Maladministration (the list is not exhaustive):

1.4.1 Persistent failure to adhere to learner registration and certification procedures

1.4.2 Persistent late learner registrations

1.4.3 Unreasonable delays in responding to Awarding Organisation requests

1.4.4 Inaccurate claim submissions

1.4.5 Failure to maintain appropriate auditable records

## 2 Responsibilities

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- 2.1 The Director of Quality and Learning Resources is responsible for dealing with alleged malpractice in the Centre and appointing a Manager to investigate the allegations where appropriate.
- 2.2 The Quality Unit is responsible for ensuring that all staff are aware of the requirements of awarding bodies (e.g. on demand in new staff Induction).
- 2.3 All staff undertaking assessment and maintaining assessment records are responsible for protecting the integrity of qualifications by strictly adhering to internal and external guidelines on assessment design, delivery and recording, and by reporting any suspected malpractice immediately either to the appropriate Head of Faculty or directly to the Quality Unit.
- 2.4 The Head of Faculty is responsible for alerting the Quality Unit of suspected malpractice in their area.
- 2.5 The lead administrator is responsible for reporting alleged malpractice to the Head of Faculty.
- 2.6 The Internal Quality Assurer is responsible for ensuring that malpractice does not take place by ensuring appropriate and timely training and rigorous Internal Quality Assurance processes are implemented.

## **3 Student Input**

- 3.1 Students may be involved in the investigation following alleged malpractice.

## **4 Procedure**

### **4.1 Investigating alleged malpractice**

- 4.1.1 All identified cases of suspected Malpractice should be reported to the Director of Quality and Learning Resources Improvement at the earliest opportunity.
- 4.1.2 The Director of Quality and Learning Resources will deal with Awarding Organisations directly, or may delegate the responsibility to the Quality Manager with responsibility for dealing with a particular Awarding Organisation.
- 4.1.3 Director of Quality and Learning Resources will inform the Awarding Organisation at the earliest opportunity when malpractice is suspected, and in any case within five working days.
- 4.1.4 The lead administrator will carry out investigation into allegations of malpractice and will notify the Director of Quality and Learning Resources of any cases of proven Malpractice.
- 4.1.5 Where malpractice is suspected, the Centre will make the accused parties fully aware in writing at the earliest opportunity (and within five working days) of the nature of the alleged malpractice and of the possible consequences should malpractice be proven. If an involved learner is under nineteen, a learner's guardian must also be informed.
- 4.1.6 The Centre must give the accused parties the opportunity to respond in writing to the allegations made within ten working days. Avenues for appeal should also be made available.

### **4.2 Sanction by the Centre**

- 4.2.1 Where necessary, the Centre will refer incidents of malpractice to the Staff Disciplinary Procedure or Poor Performance Procedure as appropriate
- 4.2.2 After completion of an investigation, and even when Malpractice has not been proven, the Quality Unit will make recommendations as necessary for actions to be taken to minimise the possibility of a recurrence of the incident or situation and agree arrangements for the actions to be implemented and monitored.

### **4.3 Appeals**

- 4.3.1 The appeal will follow the same format as the Assessment Appeals Procedure.

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#### **Contact us**

If you have any queries about the contents of the policy, please contact our support team on:

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