

## **MALPRACTICE, MALADMINISTRATION & PLAGIARISM POLICY**

Malpractice is defined as the deliberate falsification of records in order to obtain certificates and qualifications. Malpractice is the accidental claiming or issue of certificates, incompetence or a simple mistake.

### **Malpractice includes:**

- Claiming certification for non-active or fictitious candidates.
- Claiming a certificate for candidates who have not undergone appropriate assessment.
- Plagiarism by copying and passing off as the learner's own, all or part of another person's work, including artwork, images, words, computer generated work (including Internet sources), 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, an invigilator, or awarding body conditions in relation to the assessment/examination/test rules, regulations and security misuse of assessment/examination material.
- Introduction and/or use of unauthorised material contrary to the requirements of supervised assessment/examination/test conditions (e.g. 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 (or attempting to) which could be assessment/examination/test related 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, thus cheating to gain an unfair advantage.

### **Malpractice by Rapid Results Training staff includes:**

- Failing to keep assessment mark schemes secure.
- Alteration of assessment mark scheme.
- Alteration of an awarding body's assessment and grading criteria.

- 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 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.
- Misusing the conditions for special learner requirements. For example, where learners are permitted support, 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.
- Failing to keep assessment/examination/test papers secure beforehand.
- Obtaining unauthorized access to assessment /examination/test material beforehand.
- Tampering with coursework/scripts after collection and before dispatch to awarding body/moderator.

### **Policy Implementation:**

Rapid Results Training will impose the disciplinary procedure with learners or staff where incidents (or attempted incidents) of malpractice have been proven. Where assessment malpractice is proven awarding bodies may also impose penalties or sanctions.

### **Process of Implementation:**

Rapid Results Training will inform its learners of its policy on assessment malpractice and plagiarism during induction.

Learners will be shown the appropriate formats to record cited texts and other materials or information sources, including websites.

Rapid Results Training staff should include assessment procedures which reduce the opportunity for malpractice including:

- Periods of supervised sessions during which evidence for assessments is produced by the learner.
- Altering assessment assignments/tasks/tools on a regular basis.
- Using oral questions with learners for a single assignment/task in a single session for all learners.
- Ensuring access controls which prevent learners from accessing and using other people's work when using networked computers. Learners should be asked to declare that their work is their own when submitting assessments.
- Incidents of learner assessment malpractice should be reported to the tutor/assessor and Director.
- Incidents of staff assessment malpractice should be reported to the Director.
- When a case of alleged assessment malpractice has been reported the incident should be investigated using the appropriate disciplinary procedure.

## **Responsibility: Reporting Malpractice**

Rapid Results Training accepts the responsibility to report any suspicion of malpractice to the awarding body and will facilitate investigation of the alleged irregularities. In all cases, it will notify the regulatory authorities/bodies/institutions once malpractice has been proven. Rapid Results Training will also indicate the proposed action and an estimated timescale for the investigation, maintain confidentiality of the relevant materials and will ensure that they are kept secure and not disclosed to a third party.

Rapid Results Training maintains the capacity to undertake investigations into alleged irregularities within its centre by the Director. A report will detail: origin of the complaint and how it was discovered; investigations carried out; evidence obtained; conclusion and suggestions for action to resolve the matter.

## **Reporting Suspected Cases of Malpractice**

In all cases where a learner is suspected of malpractice during an examination/assessment, he/she will first be warned by the invigilator that his/her actions are in breach of regulations and therefore might constitute malpractice. The learner will also be informed that the invigilator is obliged to report his/her actions. The learner concerned has the right to provide a statement explaining his/her conduct that will be included in the invigilator's written report. The learner is, however, not obliged to provide a statement before leaving the assessment venue. In such cases, the invigilator will note this in the report. In cases where a student is discovered to be in possession of any unauthorised materials during an examination/assessment, the invigilator will confiscate the materials, with a record of the time and point within the script at which the discovery was made, along with a list of the confiscated materials which the learner will be asked to sign to confirm its accuracy. Learners will be allowed to continue working for the remainder of the assessment without prejudice to the final outcome. In cases where the assessment invigilator suspects that learners may have been communicating/collaborating the invigilator will note on each suspected learner's assessment script the time and point within the script at which the discovery was made. Any written evidence relevant to the incident, e.g. confiscated materials, statements from other individuals involved, must accompany the report.

## **Suspected Malpractice by Assessment Staff/Invigilators**

Suspected cases of malpractice by a staff member or invigilator may be reported by learners, other staff, other invigilators or members of the public. Written reports should be submitted to the Director, along with the assessment venue name/location, the date and title of the assessment and the time the assessment took place.

## **Right of Appeal**

The individual concerned has the right to appeal against any decision or sanction imposed. An appeal must be made in writing to the Director within 30 working days from receipt of the written notification of the reported incident. The individual concerned has

the right of access to all of the evidence in order to provide a full response. The Director will acknowledge receipt of an appeal within 5 working days.