

Malpractice Policy & Procedure

Designation number	LC023	Title	Malpractice Policy & Procedure
Current Version number	January 2023 v4	Review date	January 2024
Published on website		Related policies and/or procedures	Data Protection Policy Complaints Policy Student Disciplinary Policy
Relation to QAA requirements (parts of code covered)			
Informed by UK Quality Code – Core Practices for Standards and Quality			

What is malpractice?

Generally, malpractice can include plagiarism, cheating in exams, collusion in coursework i.e. working with someone else, fabrication and falsification, impersonation and any such misdemeanours that the College may specify from time to time.

Most malpractice matters involve plagiarism and on rare occasions that it has occurred but is not always intentional.

Preventing Malpractice

The College will take all steps necessary to prevent or reduce the occurrence of learner malpractice. These steps may include:

1. Using the student handbook and the induction period to inform the learners of the centre's policy on malpractice and the penalties for attempted or actual incidents of malpractice.
2. Showing learners the appropriate formats to record cited texts and other materials or information sources including any websites. Learners should be encouraged to conduct research and should include in their work evidence of any such research. Additionally, the learner should show evidence that he has interpreted and digested the information in their submitted work and must acknowledge the sources used.

3. Introducing procedures for assessing work in a manner which identifies or reduces malpractice. These procedures may include such processes as:
 - using oral questioning of learners to ascertain their understanding of the concepts and application from within their work.
 - Assessors knowing their learners style and ability
 - Periods of supervised sessions during which evidence for assignments or coursework is produced by the learners
 - Same assessor assessing the work for a single assignment for

Cheating to gain any unfair advantage

Use of essay-writing services

Centre Staff Malpractice

The following represent examples of malpractice by centre staff. Once again this list is not exhaustive and other forms of malpractice maybe considered:

Failing to keep mark schemes/assignments/examination secure

Altering any mark schemes

Altering any assessment and grading criteria as approved by the accrediting body

Assisting learners in the production of the work to the extent whereby it influences the outcome of the assessment i.e. producing work for the learner

Producing evidence which the learner has not generated or allowing such evidence to be submitted knowing that this is not the learners work

Facilitating and allowing impersonation

Misusing the conditions for special learner requirements such as extra time or amanuensis where such support has the potential to influence the outcome of the assessment

Failing to keep learner computer files secure

Falsifying records/certificates e.g. 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

Obtaining unauthorised access to assessment/examination/ test material prior to an assessment /examination/test

Collaborating in any way with essay-writing services

Investigating Alleged Malpractice

The Principal, Vice-Principals or Academic Dean will investigate any alleged malpractice at the College. It maybe relevant for the accrediting organisation to become involved for purposes of the investigation.

As part of the investigation we may:

Involve the learners and or his/her colleagues in the investigation process ensuring that the process is fair

Make the individual concerned fully aware (in writing) at the earliest opportunity of the nature of the allegations and the possible consequences should such accusations be proven

Afford the individual the opportunity to respond either verbally or in writing to the allegations made

Outline the appeals procedure in the event that an adjudication is made not in their favour

Allegations of any malpractice or attempted acts of malpractice which may have influenced the outcome of the assessment will be reported to the accrediting body.

The College will fully cooperate with any investigation carried out by the accrediting body

Investigations into alleged malpractice against a senior management staff will normally be investigated by the Chair of Governors or a nominated Governor

Penalties and Sanctions