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| Policy Title | Malpractice Policy |
| Issue date (m/y) | 03/2016 |
| Author | Donna Welburn, Operations Manager |
| Approved by | Laura Cook, Director |
| Review date (m/y) | 07/2018 |
| Last Reviewed (m/y) | 08/2017 |

Policy Statement

In the UK, Awarding Bodies are obliged by UK Government to investigate cases of suspected malpractice. Malpractice in this context has been defined as “any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process, and / or the validity of certificates. Malpractice may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records to claim certificates. Failure by a centre to deal with identified issues may constitute malpractice.”

Some learners may have more opportunity than others, for example, a learner demonstrating a practical skill in the classroom is less open to malpractice than learners doing written work at home, which could be done by a relative, or downloaded from the internet. However, there are strategies even in these situations for minimising opportunities, for example where the assessor already knows the learner’s own style of written work, or by using academic plagiarism checker technology.

Consequences for Learners

Any report that suggests reasonable grounds for suspicion that a learner has committed or attempted to commit malpractice will be thoroughly investigated by The Learning Support Centre. Situations where there is sufficient evidence that a learner is suspected of malpractice, will be reported to the Awarding Body. Learners should be aware that Awarding Bodies will contact police authorities in serious cases and consider prosecution. Also, credits and certificates previously achieved may be withdrawn and details of the offence may be passed to other Awarding Bodies.

Learners found to have committed malpractice following investigations will be withdrawn from the course and may be excluded from future enrolments on courses at The Learning Support Centre.

Consequences for Staff

Any report that suggests reasonable grounds for suspicion that a member of staff has committed or attempted to commit malpractice or maladministration will be thoroughly investigated by The Learning Support Centre. Situations where there is sufficient evidence that a staff member is suspected of malpractice, will be reported to the Awarding Body. Staff should be aware that Awarding Bodies might contact police authorities in serious cases and consider prosecution.

Staff found to have committed malpractice or intentional maladministration following investigation will be withdrawn from teaching that course and will be the subject of a disciplinary hearing, which may result in dismissal.

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Policy for Prevention

To reduce the likelihood of malpractice occurring at The Learning Support Centre:

- Information clearly explaining the possible consequences of malpractice will be raised with learners as part of the course 'ground rules' raised at the start of each course, and with tutor assessors as part of their induction / briefing prior to teaching on behalf of this centre.
- Assessors will only use material produced at home by learners for formal assessment at a point in the course when the style and capacity of individual learners has become known to the assessor. This ensures that any anomalies in the level or style of working by a given learner can be readily picked up by the assessor.
- Staff engaged in assessment must all contribute and be part of regular internal moderation and standardisation meetings and training.
- Samples of assessed work are seen by more than one staff member / assessor.
- Samples will be chosen at random or otherwise not chosen by the original assessor.

Related Documents

Assessment Policy
 Appeals Policy
 Quality Review Policy
 Disciplinary Policy