

Bracknell Community Learning and Skills Assessment Malpractice Policy

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 Awarding Body qualifications.

In order to do this, the centre will:

- Follow the malpractice procedure, which incorporates actions and communications between the centre and learner.
- When a malpractice incident is identified the Quality Manager/Verifier will conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Service and all personnel linked to the allegation. It will proceed through the following stages:
 - All staff (including invigilators) are expected to report any malpractice or suspected malpractice to the appropriate programme coordinator or the head of service orally, and to produce a written record of their observations or any other evidence if required by the Head of Service.
 - The Programme Coordinator or Head of Service will investigate the claim and speak to all parties, documenting any statements.
 - The Head of Service will agree action and inform all parties.
- The sanction/penalty imposed will reflect severity of the malpractice. The following sanctions maybe imposed:
 - An official warning
 - Withdrawal of contract (in case of associates/tutors/verifiers etc.)

- Loss of part of the marks gained for assessment/examination
- Loss of all of the marks gained for the assessment/examination
- Disqualification from the whole qualification
- Disqualification from all qualifications taken in that series
- If necessary report the case to the Awarding Body and the police.
- 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.

Where malpractice is proven, this centre will apply the following penalties / sanctions:

1. The Awarding Body will be informed of the malpractice and, if appropriate, learners will be informed that their registration/examination is void.
2. If appropriate, no certificates will be claimed for the learner or for the qualification until agreed by the Awarding Body.

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.
- Misuse of assessment/examination material
- 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.
- Disruptive behaviour during the assessment/examination
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of a portfolio or coursework.
- Breaching security of assessment/examination materials
- Failing to follow instructions provided by an assessor/invigilator
- Changing result statements or certificates
- Undermining the integrity of the assessment/examination

Assessment malpractice Policy updated March 2014

- Bringing unauthorised material into an assessment/examination room
- Obtaining or passing on assessment/examination related information through talking or passing notes
- 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.

Definition of Malpractice by Community Learning 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 or 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.