



## **ASSESSMENT MALPRACTICE POLICY**

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## 1. **Policy Statement**

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification. This refers to acts and omissions made by staff or students involved with the assessment process.

## 2. **Scope**

This policy and procedure relates to college staff malpractice and student malpractice which is usually referred to as 'Bad Academic Practice'. The policy applies to all internal assessments, and internal and external examinations. Where awarding bodies have their own published procedures these will take precedent over the college policy.

## 3. **Legislation**

The Human Rights Act 1998 applies to the operation of this policy.

## 4. **Responsibilities**

All staff have a responsibility to give full and active support for the policy by ensuring:

- 4.1 the policy is known, understood and implemented by both staff and students. This includes support staff for SpLD Learners.

## 5. **Actions to Implement and Develop Policy**

- 5.1 Course Leaders should, at the appropriate time, introduce new members of staff to this policy and ensure visiting/associate staff such as mentors or SpLD support workers are also appraised.
- 5.2 Course teams must use robust internal moderation/verification procedures which for the degree provision are subject to annual scrutiny and approval by external examiners.
- 5.3 Course teams should use the induction period, or other appropriate time, to introduce learners to this policy.

## 6. Definitions and Examples

**6.1 College staff malpractice:** Any deliberate action by a member of staff that has the potential to undermine the integrity of the assessment process. The following are examples of malpractice by staff; this list is not exhaustive and other examples of malpractice may be considered by the College at its discretion.

6.1.1 Improper assistance to candidates.

6.1.2 Inventing or changing marks for internally assessed work (course work or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made.

6.1.3 Fraudulent submissions that could lead to false claims for certificates.

6.1.4 Inappropriate retention of certificates.

6.1.5 Producing falsified witness statements, for example for evidence the learner has not generated.

6.1.6 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.

6.1.7 Facilitating and allowing impersonation.

6.1.8 Misusing the conditions for special learner requirements, for example where learners are permitted support, such as amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.

6.1.9 Failing to keep assessment/examination/test papers secure prior to the assessment/examination test.

6.1.10 Falsifying records/certificates. For example by alteration, substitution, or by fraud.

**6.2 Learner malpractice:** Any action by the learner that has the potential to undermine the integrity and validity of the assessment of the learner's work.

The following are examples of malpractice by learners; this list is not exhaustive and other instances of malpractice may be considered by the College at its discretion:

6.2.1 Plagiarism of any nature; in which case reference should be made to the Plagiarism Policy

6.2.2 Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work.

- 6.2.3 Copying (including the use of ICT to aid copying).
- 6.2.4 Deliberate destruction of another's work.
- 6.2.5 Fabrication of results or evidence.
- 6.2.6 False declaration of authenticity in relation to the contents of a portfolio or coursework
- 6.2.7 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.

**7. Procedures used to deal with the above**

- 7.1 Where the College discovers or suspects an individual, or individuals, of malpractice it will conduct an investigation in a form commensurate with the nature of the malpractice allegation.
- 7.2 Such an investigation will be initially undertaken by the Head of Academic Studies and/or Vice Principal who will interview all personnel linked to the allegation.
- 7.3 The College will make the individual(s) aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice and of possible consequences should malpractice be proven.
- 7.4 The investigation will proceed through the following stages:
  - 7.4.1 Preliminary investigation, conducted by the appropriate staff into the allegation to determine whether a full investigation is necessary. If the allegation appears to have substance, then all assessments by this member of staff should be halted until the investigation is complete. Students investigated for bad academic practice may continue with other assessments but may be advised in writing of the investigation procedure relating to their conduct and be expected to comply with specified requests.
  - 7.4.2 Should it be determined that a full investigation into the conduct of staff or students is necessary it shall be conducted by an independent Investigation Officer appointed by the Vice Principal.
- 7.5 During the investigation the College will give the individual the opportunity to respond to the allegations made.
- 7.6 All stages of the investigation shall be documented by the person leading the investigation.
- 7.7 The individual will be informed of the avenues for appealing against any judgments made.

- 7.8 The Investigation Officer shall produce a report of their findings for the attention of the Vice Principal.
- 7.9 For cases of staff malpractice the Vice Principal or Principal will decide whether to invoke the Staff Disciplinary Procedure.

**8. Monitoring and Evaluation**

- 8.1 Internal monitoring/verification of assessment activity within each department will include malpractice checks.
- 8.2 Evidence of both assessment and internal verification/moderation must be available for auditing by the appropriate external bodies, under the responsibility of the Vice Principal.