

**Policy Review Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Date policy written/amended | Amended/written by | Authorised by | Next review due |
| 24th May 2021 | Sarah Cox | Board of Directors 8th June 2021 | June 2022 |
| 13.06.22 | Sarah Cox | Board of Directors 14th June 2022 | June 2023 |
|  |  |  |  |
|  |  |  |  |

MALPRACTICE, MALADMINISTRATION AND PLAGIARISM POLICY 2022-23

**Contents**

1. [INTRODUCTION 3](#_bookmark0)
2. [RESPONSIBILITY 3](#_bookmark1)
3. [POLICY STATEMENT 3](#_bookmark2)
4. [KEY PRINCIPLES 3](#_bookmark3)
5. [THE PROCEDURE 3](#_bookmark4)
   1. [College Staff 3](#_bookmark5)
   2. [College Students 4](#_bookmark6)
   3. [Plagiarism 4](#_bookmark7)
   4. [Student malpractice examples 4](#_bookmark8)
6. [Reporting 5](#_bookmark9)
7. [Associated Policies 5](#_bookmark10)
8. [Appendices 5](#_bookmark11)

[Appendix 1: Record of Investigation into Alleged Malpractice 6](#_bookmark12)

[Appendix 2: EQUALITY & DIVERSITY IMPACT ASSESSMENT 7](#_bookmark13)

[Appendix 3: DATA PROTECTION IMPACT ASSESSMENT 9](#_bookmark14)

[Appendix 4: COMMUNICATIONS PLAN 11](#_bookmark15)

# INTRODUCTION

Malpractice/Maladministration means a contravening of the regulatory requirements pertaining to the assessment process (including the conduct of examinations), which puts at risk the integrity, credibility and validity of a qualification, its assessment and student certificates.

Malpractice/Maladministration may include a range of issues from the failure to maintain appropriate records or systems, to the deliberate falsification of records in order to claim certificates.

Plagiarism is the incorporation by a student of material which is not their own for purposes of assessment. This may include copying all or substantial parts of their assessed work from other sources and presenting this work as their own, whether intentional or not.

# RESPONSIBILITY

Centre Manager- Sarah Cox

# POLICY STATEMENT

The Melton Learning Hub is committed to upholding the integrity of its qualifications.

This policy is aimed at staff and students within the assessment and examination process and includes the application of Centre and Teacher Assessed Grades where this is approved by the Awarding Organisations.

# KEY PRINCIPLES

* 1. At the start of their programme all students will have a clear introduction into the Melton Learning Hub malpractice/maladministration/plagiarism policy and procedures and the possible consequences through College and Course Handbooks.
  2. All Melton Learning Hub staff will have a clear introduction into the policy and the possible consequences via the Staff Handbook.
  3. Centre staff will be expected to read and understand the Awarding Organisation's policy of Assessment Malpractice to which the qualification pertains.
  4. Any disciplinary action will follow the procedures laid down in the Staff Handbook and student Behaviour policy.

# THE PROCEDURE

### Centre Staff

Malpractice means to contravene or ignore awarding organisations' regulatory requirements pertaining to the assessment process (including the conduct of examinations), which puts at risk the integrity, credibility and validity of a qualification, its assessment and student certifications, or the effective operation of the centre as a whole.

##### Breach of examination or assessment rules, regulations and requirements

Examples could include:

* failing to keep mark schemes secure
* falsification/alteration of assessment records or results documentation
* assisting students 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 college staff
* producing work for the student
* facilitating and allowing impersonation
* fraudulent certificate claims, i.e. claiming for a certificate prior to the student completing all the requirements of assessment
* obtaining unauthorised access of assessment/examination/test material prior to an assessment/examination test
* copying from another student (including the use of ICT to aid copying) or allowing work to be copied

##### This list is not exhaustive and staff should refer to the qualification awarding organisation rules, regulations and quality procedures.

Awarding organisations expect Melton Learning Hub staff to co-operate fully with any investigations into cases of suspected or actual malpractice.

Staff who discover or suspect malpractice must immediately report this to the Centre Manager.

### Centre Students

Malpractice means to break a rule or ignore the awarding organisations' e.g. NCFE etc legal requirements regarding the assessment process, (including the conduct of examinations), which puts at risk the quality, value and validity of a qualification, its assessment and student certifications, or the effective operation of the centre as a whole.

### Plagiarism

Plagiarism is the incorporation by a student, in work for assessment, of material that is not their own (this will include copying all or substantial parts of their assessed work from other sources, such as books, CDs, internet sources or other people's work), and presenting it as their own, whether intentional or not.

### Student malpractice examples:

* students working together dishonestly to produce work that is submitted as individual student work
* misuse of assessment/examination material
* impersonation or 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
* behaving in such a way as to undermine the integrity of the assessment/examination test
* obtaining, receiving, exchanging or passing on information
* deliberate destruction of another's work

The above list is not exhaustive and students should listen to exam invigilators, tutors and assessors when instructions are given. Students should also ask if instructions do not seem clear.

Incidents of malpractice/plagiarism will be treated as misconduct and will be subject to action under the Centre Disciplinary procedure.

## Reporting

* Any suspected maladministration or malpractice will be reported to the Centre Manager who will contact the Awarding Organisation according to their requirements
* Staff Disciplinary Records
* Student Disciplinary Records

## Associated Policies

* Student Behaviour and Disciplinary Policy

#### Staff Disciplinary Policy

#### Student Assessment Policy

## Appendices:

Appendix 1: Record of Investigation into Alleged Malpractice

## Appendix 1: Record of Investigation into Alleged Malpractice

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student / Staff Name:** |  | | | | |
| **Date range of alleged offence:** | **From:** | | | | **To:** |
| **Lesson Details:** | **Lesson:** | | | | **Tutor / Line Manager:** |
| **Detail of alleged offence:** |  | | | | |
| **Action taken:**  (relate to the relevant disciplinary process) |  | | | | **Disciplinary Stage:** |
| **Authorised Signatory:**  (Manager / Deputy Manager) | **Name:** |  | | | |
| **Signature:** |  | | | |
| **Date:** |  | | | |
|  | | | | | |
| **Student Signature:** | **Name:** |  | | | |
| **Signature:** |  | | | |
| **Date:** |  | | | |
|  | | | | | |
| **Checklist:** | **Action Taken:** | | | | **Date:** |
| Copy of relevant disciplinary policy issued | | | |  |
| Inform staff / student of the outcome of further proven misconduct | | | |  |
|  | | | | |
| **Issue Letter** | | | |  |
| First | Final | Suspension | Exclusion |  |
| Issue copy of this form and letter to parents / carers if under 18 | | | |  |
| Issue copy of this form and letter to Curriculum Manager  / Assistant Principal of School / HR | | | |  |
|  | | | | |

## Appendix 4: COMMUNICATIONS PLAN

|  |  |
| --- | --- |
| **TITLE OF MLH POLICY:**  Malpractice/Maladministration/Plagiarism | **DATE APPROVED BY**  Board of Directors  **Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **AUDIENCE (select appropriate with √)** | | | | | |
| Managers |  | Curriculum teams |  | Business Support teams |  |
| All staff |  | Suppliers |  | Partners |  |
| Other - Students |  |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHANNEL (select appropriate with √)** | | | | | |
| Senior Management Team (SMT) |  | Quality Improvement Network (QIN) |  | Marketing team |  |
| Meeting |  | Meeting |  | NC Update Intranet Website |  |
| Individual team |  | Suppliers |  | Partners |  |
| Document Library Noticeboards Team meeting Email |  | e.g.  Letter or email Meeting |  | e.g.  Letter or email Meeting |  |
| College Management Team (CMT) |  | JCNC |  | CORPORATION |  |
| Meeting |  | e.g. Meeting Email |  | e.g. Meeting Email |  |

|  |  |  |
| --- | --- | --- |
| **COMMUNICATIONS PLAN ACTIVATED BY:** | | |
| Name: Sarah Cox | Job title: Manager | Date: |