



**PLAGARISM & MALPRACTICE
POLICY**

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 the qualifications that are delivered

In order to do this, Willing and Able will:

- Seek to avoid potential malpractice by using the induction period and the learner handbook to inform learners of Willing and Able's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- Show learners the appropriate formats to record cited texts and other materials or information sources
- Ask learners to declare that their work is their own
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation.
- Such an investigation will be supported by the Business Process Manager and all personnel linked to the allegation.

It will proceed through the following stages:

- 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 appropriate and relevant penalties / sanctions.

Therefore, we will apply the following to all:

Learners:

- Promote positive and honest study
- Confirm that work is their own and that it is valid
- Learners should indicate if researching and referencing has produced some work – i.e. use of internet, online sources

Training and Learning Mentors:

- All staff should keep up to date with latest guidance and relevant organisations' guidance and requirements
- IQA will be used to ensure robust systems are in place and staff are monitored
- Learner records will be auditable, accountable and should show thorough assessment

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
- Working collaboratively with other learners to produce work that is submitted as the individuals work
- Copying (including the use of ICT to aid copying)
- Deliberate destruction of another's work
- Fabrication of results or evidence
- False declaration of authenticity in relation to the contents of any work provided
- 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 assessment/ exam or test.

Definition of Malpractice by Centre 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 candidate's 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 and allowing impersonation
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as a scribe, 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.

Reporting/Investigation:

In accordance with all regulatory requirements all suspected cases of maladministration and malpractice will be investigated promptly by Willing & Able Ltd to establish if malpractice or maladministration have occurred and will take all possible steps to prevent any adverse effect from the occurrence. Where applicable, the Head of Apprenticeships and Training will inform the Awarding Organisation if it is believed that there is an incident which could affect the award of the qualification.

Timeline:

Willing & Able Ltd will aim to action and resolve all stages of the investigation within 7-10 working days of the receipt of information relating to the misconduct or maladministration.

Investigations will be conducted in a fair, reasonable legal and timely manner, ensuring that all evidence is considered without bias, establishing the facts; evaluating actions already taken and where applicable determining any required remedial action.

If appropriate, Willing & Able Ltd staff members under investigation will be suspended or moved to other duties whilst the investigation is underway and until it is complete.

A report will be produced and agreed between parties and will include the following:

- Identify where the malpractice or maladministration happened
- Identify the person responsible for the breach
- Set out the appropriate remedial action to be applied
- Completion of a comprehensive report made available to all parties and to the Awarding organisation as required

This policy will be reviewed annually by the Head of Apprenticeships and Training.