

## Malpractice Policy & Procedure

<b>Designation number</b>	LC023	<b>Title</b>	Malpractice Policy & Procedure
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<b>Published on website</b>		<b>Related policies and/or procedures</b>	Data Protection Policy Complaints Policy Student Disciplinary Policy
<b>Relation to QAA requirements (parts of code covered)</b>			
Informed by UK Quality Code – Core Practices for Standards and Quality			

### What is malpractice?

Generally, malpractice can include plagiarism, cheating in exams, collusion in coursework i.e. working with someone else, fabrication and falsification, impersonation and any such misdemeanours that the College may specify from time to time.

Most malpractice matters involve plagiarism and on rare occasions that it has occurred but is not always intentional.

### Preventing Malpractice

The College will take all steps necessary to prevent or reduce the occurrence of learner malpractice. These steps may include:

1. Using the student handbook and the induction period to inform the learners of the centre's policy on malpractice and the penalties for attempted or actual incidents of malpractice.
2. Showing learners the appropriate formats to record cited texts and other materials or information sources including any websites. Learners should be encouraged to conduct research and should include in their work evidence of any such research. Additionally, the learner should show evidence that he has interpreted and digested the information in their submitted work and must acknowledge the sources used.

3. Introducing procedures for assessing work in a manner which identifies or reduces malpractice. These procedures may include such processes as:
  - using oral questioning of learners to ascertain their understanding of the concepts and application from within their work.
  - Assessors knowing their learners style and ability
  - Periods of supervised sessions during which evidence for assignments or coursework is produced by the learners
  - Same assessor assessing the work for a single assignment for the cohort of learners

## **Learner malpractice**

Attempting to carry out or actually carrying out any malpractice activity is not permitted by the College. Examples of malpractice are listed below although the list is not exhaustive:

- Plagiarism by copying and passing off as the learners own work, the whole or part(s) of another person's work, including artwork, images, words, computer generated work ( including internet sources) etc, with or without the originators permission and or without appropriately acknowledging the source
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. The College acknowledge that sometimes it is necessary for learners to work in groups and that this can be an essential key skill, however, the use of minutes of meetings, allocation of tasks, agreeing outcomes etc within the group will provide vital evidence to support collaboration and not collusion.
- Impersonating another learner in order to produce the work for another or by arranging to appear for another in an examination /assessment/test
- Fabrication of results and or evidence
- Failing to comply with the assessors advice or instructions of an assessor or invigilator
- Misuse of assessment /examination material
- Cheating to gain unfair advantage
- Introduction and or use of unauthorised material to the requirements of supervised examination/test conditions e.g. study notes etc ( please refer to examinations guidelines)
- Not respecting the dignity, decorum of the examinations
- Altering any results document including any certificates

- Cheating to gain any unfair advantage
- Use of essay-writing services

## **Centre Staff Malpractice**

The following represent examples of malpractice by centre staff. Once again this list is not exhaustive and other forms of malpractice maybe considered:

- Failing to keep mark schemes/assignments/examination secure
- Altering any mark schemes
- Altering any assessment and grading criteria as approved by the accrediting body
- Assisting learners in the production of the work to the extent whereby it influences the outcome of the assessment i.e. producing work for the learner
- Producing evidence which the learner has not generated or allowing such evidence to be submitted knowing that this is not the learners work
- Facilitating and allowing impersonation
- Misusing the conditions for special learner requirements such as extra time or amanuensis where such support has the potential to influence the outcome of the assessment
- Failing to keep learner computer files secure
- Falsifying records/certificates e.g. 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
- Obtaining unauthorised access to assessment/examination/ test material prior to an assessment /examination/test
- Collaborating in any way with essay-writing services

## **Investigating Alleged Malpractice**

The Principal, Vice-Principals or Academic Dean will investigate any alleged malpractice at the College. It maybe relevant for the accrediting organisation to become involved for purposes of the investigation.

As part of the investigation we may:

- Involve the learners and or his/her colleagues in the investigation process ensuring that the process is fair
- Make the individual concerned fully aware ( in writing) at the earliest opportunity of the nature of the allegations and the possible consequences should such accusations be proven
- Afford the individual the opportunity to respond either verbally or in writing to the allegations made
- Outline the appeals procedure in the event that an adjudication is made not in their favour

Allegations of any malpractice or attempted acts of malpractice which may have influenced the outcome of the assessment will be reported to the accrediting body.

The College will fully cooperate with any investigation carried out by the accrediting body

Investigations into alleged malpractice against a senior management staff will normally be investigated by the Chair of Governors or a nominated Governor

## **Penalties and Sanctions**

If the alleged malpractice against a member of staff/learner is proven The London College, UCK will have to consider whether remedial action or removal from the course are appropriate course of action and inform the relevant accrediting body.

## **Appeals**

Any appeal from the individual concerned should be addressed to the Principal or the Chair of the Governing Body as appropriate