



# **LEARNER PLAGIARISM STAFF MALPRACTICE AND/OR MALADMINISTRATION POLICY**

## **TABLE OF CONTENTS**

1. Table Of Contents	2
2. Introduction	2
3. Scope	2
4. Aim	2
5. Responsibilities	3
6. Definitions	4
7. Identifying Malpractice/Maladministration	4
8. Dealing With Malpractice/Maladministration	5

---

### **INTRODUCTION**

Britts Imperial University College has an obligation to its learners, employers, awarding bodies and partner universities to ensure that the qualifications its learners receive are a fair and accurate representation of their work, and of the knowledge and skills attained. Therefore the purpose of this policy is to ensure that the integrity of the qualifications is upheld by taking reasonable steps to prevent malpractice and/or maladministration and by approaching in a consistent manner, all reports of suspected or actual cases of malpractice and/or maladministration, whether carried out by learners or staff.

### **SCOPE**

Britts Imperial University College considers any element of plagiarism and other forms of assessment malpractice and maladministration to be a serious issue, and this procedure defines malpractice/maladministration from both learner and staff perspective, and how instances of this would be dealt with. It should be read in conjunction with the relevant Staff and Learner Disciplinary Policy and Procedures..

### **AIM**

- Britts Imperial University College aims to identify and minimise the risk of malpractice or maladministration by staff or learners and to respond effectively to any incident of alleged malpractice or maladministration promptly and objectively
- It aims to standardise the recording and reporting of any investigation of malpractice /maladministration to the relevant awarding bodies and to impose appropriate penalties/sanctions on staff or learners where incident (or attempted incidents) of malpractice or maladministration are proven

- To provide guidance to learners and staff on those behaviours which are deemed to be inappropriate in the context of academic assessment and conduct relating to all awarding bodies for which the Academy is accredited.
- To ensure compliance with the requirements of awarding bodies and regulatory bodies.

## **RESPONSIBILITIES**

It is the responsibility of all staff to give full and active support for the policy by ensuring the policy is known, understood and implemented.

### **Learners**

In all assessed work candidates should take care to ensure the work presented is their own and fully acknowledges the work and opinions of others. Candidates should declare that work is their own. It is also the responsibility of the candidates to ensure that they do not undertake any form of cheating or other form of unfair advantage

### **Britts Imperial University College (Centre)**

Should seek proactive ways to promote a positive culture that encourages learners to take individual responsibility for their learning and respect the work of others.

### **Tutor/ Assessor**

Responsible for designing assessment opportunities which limit the opportunity for malpractice and for checking the validity of learner's work. Use learner induction and learner handbook to inform about malpractice/Maladministration and outcomes.

### **Quality Nominee**

Required to inform Awarding Organisations of any acts of malpractice or maladministration.

### **Centre Head (Principal) or their designated nominee**

Responsible for any investigation into allegations of malpractice/ maladministration.

## **DEFINITIONS**

### **Malpractice**

Is any irregular conduct through deliberate activity, neglect or default on the part of a learner or member of college staff, which gives unfair advantage to a learner or group of learners, or disadvantages other learners. Malpractice 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. Failure by a college to deal with identified issues may in itself constitute Malpractice.

### **Plagiarism**

Is where a learner has included published material in submitted work, but has not cited the source, therefore, falsely claiming that the work is their own. Plagiarism is also including another learners work in submitted work falsely claiming it is their own and can also mean using the same assessed work in a different assessment. Learners can normally only use work once for assessment.

### **Maladministration**

Is any activity, neglect, default or other practice that results in the centre or learner not complying with the specified requirements for delivery of the qualifications and as set out in the awarding organisation requirements for approved centres and regulator documents.

## **IDENTIFYING MALPRACTICE/MALADMINISTRATION**

Cases of malpractice/maladministration can be identified in a number of different ways. They may be:

- reported by a assessor or internal verifier via a report where the behaviour of an individual has had a disruptive effect on other learners
- reported by an assessor or internal verifier, who may identify shared answers in an examination script or identical wording in a coursework assignment
- identified by an internal verifier who may identify identical work in coursework assignments
- identified by an external verifier, during a verification event

In cases where malpractice is identified or suspected, the Learner and/or Staff Discipline Policies would apply. The Student Discipline Policy, which is distributed and discussed with all learners during induction and guidance, outlines the consequences of such conduct.

## **DEALING WITH MALPRACTICE/MALADMINISTRATION**

- 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.
- Such an investigation will be initially undertaken by a Quality Nominee (QN), who will interview all personnel linked to the allegation.
- The College will make the individual(s) aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice/maladministration and of possible consequences should malpractice/maladministration be proven.

### **The investigation will proceed through the following stages:**

- Preliminary investigation, conducted by the appropriate QN, into the allegation to determine whether a full investigation is necessary. If the allegation is against a member of staff and appears to have substance, then all assessments by this member of staff should be halted until the investigation is complete.
- During the investigation the College will give the individual the opportunity to respond to the allegations made.
- The individual will be informed of the avenues for appealing against any judgments made.
- For cases of staff malpractice/maladministration, the Quality Nominee or HR and the Centre Head will decide whether to invoke the Staff Disciplinary Procedure.
- For cases of learner assessment malpractice, reference should be made by the Investigation Officer to all other relevant policies