

2024

FAST FORWARD VOCATIONAL TRAINING
LTD

ASSESSMENT MALPRACTICE POLICY



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PREPARED BY:

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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 other qualifications.

In order to do this, the Centre will:

- ▶ Seek to avoid potential malpractice by using the induction period and the student handbook to inform learners of the centre'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 ID which will be documented and recorded
- ▶ 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 Head Of Centre, Mr C Thompson, and all personnel linked to the allegation. It will proceed through the following stages:
 1. The programme leader will interview the learner
 2. A written record of the allegation and interview will be lodged with the Internal Verifier.
 3. Consultation will take place with the learner and Programme Leader.
 4. A decision will be made by the Programme Leader. This decision will be recorded by the examination officer in agreement with the Head of Centre

Where malpractice is proven, the centre will apply the following penalties/actions

1. The relevant assignment would be failed
2. The learner would be interviewed by the quality nominee and member of the Senior Leadership Team as to their future on a named course
3. On-screen tests would be conducted as any other examination and would be subject to JCQ rules and regulations, so if malpractice was suspected by a candidate, it would be reported to the board immediately.

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
- ▶ Collusion by working collaboratively with other learners to produce work that is submitted as individual learner 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 a portfolio or coursework
- ▶ 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/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 candidates' 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 a 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 learners own, to be included in a learners assignment/task/portfolio/coursework
- ▶ Facilitating and allowing impersonation
- ▶ Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, 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

All malpractice **MUST** be reported to the awarding body as soon as reasonably practicable.

Signed



Mr C Thompson – Head of Centre

Signed



Miss P Corcoran – Internal Verifier

