

Malpractice, maladministration & plagiarism policy

DATE CREATED: August 2019

1. PURPOSE:

Malpractice, maladministration and plagiarism is an act that can potentially lead to learners being disadvantaged. Incidents also threaten the quality, integrity and reputation of ANTA Education Ltd (hereafter “the company”), its staff, learners and the qualifications offered. Therefore, it is desirable to prevent malpractice, maladministration and plagiarism from occurring wherever possible by establishing a culture of overall values between staff and learners. Where it is not possible to prevent, cases of suspected or actual malpractice, misadministration and plagiarism should be dealt with quickly, thoroughly and effectively.

2. SCOPE:

This policy applies to internal and external summative assessments, assignments, examinations and their reporting.

It is the responsibility of all company staff to be vigilant with regard to any events which may lead to malpractice/maladministration/plagiarism occurring and report promptly where they suspect malpractice/maladministration/plagiarism has and/or may occur so that appropriate action can be taken to address with immediate effect.

The company is responsible for notifying relevant awarding bodies of cases of suspected/actual malpractice/maladministration/plagiarism to ensure the appropriate action may be taken.

3. OBJECTIVES:

- to identify and minimise the risk of malpractice by staff or learners;
- to identify and minimise the risk of maladministration by staff;
- to respond to any incident promptly and objectively;
- to standardise and record any investigation to ensure openness and fairness;
- to impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) are proven;
- to protect the integrity of the centre and awarding bodies.

4. DEFINITION:

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

Maladministration is any activity, neglect, default or other practice that results in the company 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.

Plagiarism is defined as copying ideas from someone else’s work and presenting them as one’s own.

5. EXAMPLES

Examples of Malpractice The categories listed below are examples of centre and candidate malpractice. Please note that these examples are not exhaustive and are only intended as guidance on our definition of malpractice:

Denial of access to premises, records, information, learners and staff to any authorised awarding body representative and / or the regulatory authorities.

Failure to carry out assessments, internal quality assurance (i.e. internal verification or moderation) in accordance with the College’s requirements.

Deliberate failure to adhere to our candidate registration and certification procedures.

Deliberate failure to continually adhere to our centre approval.

Deliberate failure to continually adhere to our qualification, accreditation or QAA approval

requirements.

Deliberate failure to maintain appropriate auditable records (e.g. certification claims) and / or forgery of evidence Fraudulent claims for certification.

The unauthorised use of inappropriate personnel, materials and / or equipment for assessments Intentional withholding of information from us which is critical to maintaining the rigour of quality assurance and standards of qualification, accreditations or Quality Assured Awards.

Deliberate misuse of logo and trademarks or misrepresentation of a centre's relationship with awarding organisations and / or its recognition and approval status with awarding organisations. Issuing certificates relating to specific qualifications, accreditations or Quality Assured Awards (i.e. centre produced certificates).

Collusion or permitting collusion in assessments, including online assessments Candidates still working towards a qualification after certification claims have been made

Persistent instances of maladministration within the centre Deliberate contravention by a centre and / or its candidates of the assessment arrangements applicable to the qualifications, accreditations and / or Quality Assured Awards offered.

A loss, theft of, or a breach of confidentiality in any assessment materials.

Plagiarism by candidates / staff Copying from another candidate, including using ICT to do so Assuming the identity of another candidate or having someone assume your identity during an assessment.

Unauthorised amendment, copying or distributing of exam / assessment papers / materials.

Inappropriate assistance to learners by centre staff (e.g. unfairly helping them to pass a qualification (including units), accreditation or Quality Assured Award Deliberate submission of false information to gain a qualification (including units), accreditation or Quality Assured Award.

False identification used at registration Creation of false records.

Impersonation of a learner for assessment.

Inappropriate use of technology during assessments (e.g. mobile phone).

Selling certificates, questions and / or assessment details

Cheating.

Extortion.

Fraud.

MALADMINISTRATION

The categories listed below are examples of centre and learner maladministration. Please note, that these examples are not exhaustive and are only intended as guidance on our definition of maladministration:

Failure to adhere to our candidate registration and certification procedures.

Failure to adhere to our centre approval requirements and / or associated actions assigned to the centre.

Failure to adhere to our qualification, accreditation or QAA approval requirements Late candidate registrations, both infrequent and persistent.

Unreasonable delays in responding to request and / or communications from Awarding Organisations Inaccurate claims for certificates (including certificates claimed in 'error').

Failure to maintain appropriate auditable records (e.g. certification claims).

Withholding of information from us which is required to assure awarding organisations of the centre's ability to deliver qualifications appropriately.

Misuse of qualifications and trademarks or misrepresentation of a centre's relationship with awarding bodies and / or its recognition and approval status with the approved Awarding Organisations

6. PROCEDURE – (Actions/implementation):

Where ANTA Education Ltd (company) discovers or suspects an individual, or individuals, of

malpractice it will conduct an investigation in a form commensurate with the nature of the allegation.

Such investigation will be undertaken by the company director who will interview all personnel linked to the allegation.

The company will make the individual(s) aware in writing at the earliest opportunity of the nature of the alleged malpractice/maladministration/plagiarism and of possible consequences should malpractice/maladministration/plagiarism be proven.

The investigation will proceed through the following stages:

Preliminary investigation, 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.

Should it be determined that a full investigation is necessary it shall be conducted by an independent Investigation Officer appointed by the company. A wider scrutiny of both current and historical evidence relating to the situation will be undertaken. For allegations against staff this is to not only establish the route cause but also the possible effects on learners' past and present.

During the investigation the company will give the individual the opportunity to respond to the allegations made.

All stages of the investigation shall be documented by the person leading the investigation and reported to the relevant Awarding Organisation by the company.

The individual will be informed of the avenues for appealing against any judgement made.

The Investigation Officer shall produce a report of their findings.

For cases of staff malpractice/misadministration the Managing Director will decide whether to invoke the Staff Disciplinary procedure.

For cases of learner assessment malpractice, reference should be made by the Managing Director & Investigating Officer to all other relevant policies.

7. POSSIBLE ACTION TAKEN BY THE COMPANY:

The company may take internal disciplinary action in line with Policy and Procedures. This action will be commensurate with the seriousness of the Malpractice/Maladministration/plagiarism and comply with appropriate employment legislation and awarding body requirements who may impose penalties or sanctions.