

# Staff Academic Malpractice Policy

## **Document Summary**

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## **Staff Academic Malpractice Policy**

### **1: Introduction**

This policy sets out to define the procedures to be followed in the event of any dispute or allegation regarding staff malpractice in the assessment of internally assessed qualifications.

### **2: Examples of malpractice**

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff. This list is not exhaustive:

- 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 students 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 staff producing work for the student
- producing falsified witness statements, for example, for evidence the student has not generated
- allowing evidence, which is known by the staff member not to be the student's own, to be included in a student's assignment/ task/ portfolio/ coursework
- facilitating and allowing impersonation
- misusing the conditions for special student requirements, for example, where students 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 student completing all the requirements of assessment.

### **3: Staff malpractice procedure**

Investigations into allegations will be coordinated by the malpractice coordinator, who will ensure the initial investigation is carried out within ten working days. The person responsible for coordinating the investigation (normally the Programme Leader or Managing Director) will depend on the qualification being investigated and/ or circumstances. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true. Where appropriate, the staff member concerned, and any potential witnesses will be interviewed, and their version of events recorded.

The member of staff will be:

- informed in writing of the allegation made against him or her
- informed what evidence there is to support the allegation
- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against him/her
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies.

If work is submitted for moderation/verification or for marking, which is not the candidate's own work, the awarding body may not be able to give that candidate a result.

#### **4: Staff malpractice sanctions**

Where a member of staff is found guilty of malpractice, the College may impose the following sanctions:

- Written warning: Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied
- Training: Require the member of staff, as a condition of future involvement in both internal and external assessments, to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
- Special conditions: Impose special conditions on the future involvement in assessments by the member of staff
- Suspension: Bar the member of staff in all involvement in the administration of assessments for a set period of time
- Dismissal: Should the degree of malpractice be deemed gross professional misconduct; the member of staff could face dismissal from his/ her post.

#### **5: Appeals**

The member of staff may appeal against a sanction imposed using the Staff Disciplinary Procedure identified in the Staff Handbook.