



# Skillwise Training Assessment Malpractice Policy

This policy should be read in conjunction with student/staff disciplinary policies.

<b>Title</b>	<b>Date</b>	<b>Who</b>
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## **Assessment Malpractice**

This policy should be read in conjunction with student/staff disciplinary policies.

### **Introduction**

The policy on malpractice aims to:

- Define malpractice in the context of assessment and certification
- Set out the rights and responsibilities, with regards to malpractice, of Skillwise Training and its staff.

It is in the interest of students and Skillwise Training staff for Skillwise Training to respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice. The Director, or his/her nominees, are required to inform students and Skillwise Training staff of their responsibilities and rights. The Director, or his/her nominees, are expected to supervise investigations resulting from allegations of malpractice.

### **Policy**

#### Definition

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification. Skillwise Training does not tolerate actions (or attempted actions) of malpractice by any individual.

Skillwise Training may impose penalties and/or disciplinary action, in accordance with its disciplinary policies where incidents (or attempted incidents) of malpractice have been proven.

### **Preventing Malpractice**

Positive steps to prevent or reduce the occurrence of learner malpractice should be taken by programme areas. These steps include:

- Using the induction period and the student handbook to inform learners of Skillwise Training policy on malpractice and the penalties for attempted and actual incidents

of malpractice;

- Showing learners the appropriate formats to record cited texts and other materials or information sources including websites. Learners should not be discouraged from conducting research; indeed, evidence of relevant research often contributes to the achievements of higher grades. However, the submitted work must show evidence that the learner has interpreted and synthesised appropriate information and has acknowledged any sources used;
- Introducing procedures for assessing work in a way that reduces or identifies malpractice, e.g. plagiarism, collusion, cheating, etc. These procedures may include:
  - a. Periods of supervised sessions during which evidence for assignments/tasks/coursework is produced by the learner;
  - b. Altering assessment assignments/tasks/tools on a regular basis;
  - c. Assessing the work for a single assignment/task in a single session for the complete cohort of learners;
  - d. Using oral questions with learners to ascertain their understanding of the concepts, application, etc., within their work; or
  - e. Becoming familiar with learners' styles and abilities, etc.
- Ensuring access controls are installed to prevent learners from accessing and using other people's work when using networked computers.

### **Malpractice by Staff**

The following are examples of potential actions by Skillwise Training staff, which are considered malpractice. The list is not exhaustive and other instances of malpractice may be considered by Skillwise Training at its discretion.

- Moving the time or date of a fixed examination (beyond the time permitted by the regulations) without notifying the relevant Awarding Body. Informing tutor, teacher or candidate of the content of an examination currently in progress.
- Failing to keep mark schemes secure
- Alteration of mark scheme
- Alteration of assessment and grading criteria without authorisation
- 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 Skillwise Training staff producing work for the student
- Allowing candidates unsupervised access to coursework exemplar material
- 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
- 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

- Failing to keep student computer files secure
- 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
- Failing to keep assessment/examination/test papers secure prior to the assessment/examination/test
- Obtaining unauthorised access to assessment/examination/test material prior to an assessment/examination/test.

### **Learner Malpractice**

The following are examples of potential actions by learners which are considered malpractice; this list is not exhaustive and other instances of malpractice may be considered by Skillwise Training at its discretion:

- Plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work, thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source;
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work,
- 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 rules, regulations and security;
- Misuse of assessment/examination material;
- Introduction and/or use of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or similar electronic devices;
- Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions;
- Copying from another learner (including the misuse of ICT to do so);
- Behaving in such a way as to undermine the integrity of the assessment/examination/test;
- The alteration of any results document, including certificates;
- Cheating to gain an unfair advantage;
- Disruptive behaviour in the examination room (including the use of offensive language);
- Failing to abide by the conditions of supervision designed to maintain the security of examinations;
- Failing to abide by the instructions or advice of an invigilator, supervisor, or the Awarding Body in relation to the examination rules and regulations;
- The inclusion of inappropriate, offensive or obscene material in scripts or coursework; or

- The deliberate destruction of another's work.

Skillwise Training student disciplinary procedures will be followed in any instance of actual, attempted or alleged malpractice.

### **Penalties**

For minor offences by students – e.g. minor non-compliance, such as:

- Sitting in a wrongly designated seat;
- Continuing to write after stop time called;
- Lending coursework not knowing it will be copied; or
- Minor disruption for short period of time: turning round, taking other's possessions, passing notes with no relevance to exam.

The penalties that may be imposed include:

- A warning;
- Loss of marks; or
- Disqualification from that section or unit of a qualification

For more serious offences, the penalties will range from disqualification from all units in the series or from the whole qualification.

For serious offences such as those listed below:

- Collusion;
- Copying from another candidate;
- Destruction of another candidate's work;
- Talking during an examination;
- Ignoring warnings from staff or invigilators;
- Being offensive to staff or invigilators;
- Making a false declaration of authenticity;
- Personation – deliberate use of wrong name or number, arranging to be impersonated;
- Bringing into exam room notes in the wrong format or with prohibited annotations to gain an advantage; or
- Offensive comments or obscene material in scripts, coursework or portfolios

The penalties applied will range from disqualification from all qualifications taken in the series to barring from taking a qualification for a set period of time. Skillwise Training disciplinary procedure may also apply further penalties.

### **Dealing with malpractice**

It is the responsibility of the Director or his/her nominees to carry out an investigation into allegations of malpractice. Investigations into alleged malpractice against the Director will normally be reported to the Chair of the Board of Directors. The Operations Director will conduct an investigation and the outcome reported to the

Chair of the Board. It is a requirement that all staff and students cooperate fully with any investigation into malpractice.

If Skillwise Training or Skillwise Training Staff discover or suspect any individual of malpractice, they must make the relevant individuals fully aware (in writing) at the earliest opportunity, of the nature of the alleged malpractice and of the possible consequences should malpractice be proven. If a member of staff is accusing anyone of malpractice, Skillwise Training must give the accused the opportunity to respond (in writing) to the allegations made. Skillwise Training must also inform anyone accused of malpractice of the avenues for appealing should judgement be made against them, eg, Examination Board processes and Skillwise Training Appeals Procedure, etc.

The Director has the right to access any documents held by Skillwise Training staff in relation to alleged malpractice. Where members of staff are found to have committed malpractice, a report will be prepared by the Director or the Operations Director. It may be necessary during this process to notify examination board(s) using, where appropriate, Joint Council for Qualifications form JCQ/M1 or the regulatory authorities. Skillwise Training reserves the right to notify the police in some serious cases of malpractice.

### **Penalties applied by Skillwise Training**

Where attempted/actual malpractice by a member of staff is proven, Skillwise Training will consider whether the integrity of its assessments/examinations/tests might be jeopardised if the member of staff in question were to be involved in assessments/examinations/tests in the future. This action may include:

- refusing to accept unverified assessments/examination entries from an Assessor in cases where malpractice is established;
- instituting disciplinary measures against an Assessor in cases where malpractice is established, in line with Skillwise Training Staff Disciplinary procedure
- suspending/terminating the employment of an Assessor in cases where malpractice is established, in line with Skillwise Training Staff Disciplinary procedure.

Where malpractice by a member of staff is not proven, but where the occupational competency of that member of staff is called into question, Skillwise Training may implement additional training, support and/or monitoring measures, in line with Skillwise Training Guidelines to Improve Staff Performance and Capability Procedure.

### **See also:**

Guidance for Dealing with Instances of Suspected Malpractice in Examinations 2014.  
Joint Council for Qualifications (JCQ)

Managing Cases of Malpractice by Centres and Candidates.  
City and Guilds 2013

Assessment Malpractice – Highfield Awarding Body

Assessment Malpractice - AIQ

OCR Doc Guidelines for Dealing with Malpractice.

OCR Doc R322 0604 Malpractice in examinations and assessment