

Xact Consultancy and Training Limited

Malpractice Policy

1. Policy

- a) To identify and minimise risk of malpractice by staff or delegates.
- b) To respond to any incident of alleged malpractice promptly and objectively.
- c) To standardise and record any investigation of malpractice to ensure openness and fairness.
- d) To impose appropriate penalties and/or sanctions on delegates or personnel where incidents (or attempted incidents) of malpractice are proven.
- e) To protect the integrity of Assessment Centre and qualifications.

2. Definitions

2.1 Malpractice by delegates

Delegate malpractice is any action by the delegate which has the potential to undermine the integrity and validity of the assessment of delegates' work, e.g:

- a) plagiarism of any nature.
- b) collusion by working collaboratively with other learners to produce work that is submitted as individual learner work.
- c) copying, including the use of information and communications technology (ICT) to aid copying.
- d) deliberate destruction of another's work.
- e) fabrication of results or evidence.
- f) false declaration of authenticity in relation to the contents of a portfolio or coursework.
- g) 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.

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

2.2 Malpractice by centre personnel

Assessor malpractice is any deliberate action by an assessor or other person which has potential to undermine the integrity of Assessment Centre and qualifications, e.g:

- a) improper assistance to delegates.
- b) inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the delegates' achievement to justify the marks given or assessment decisions made.
- c) failure to keep delegate coursework/portfolios of evidence secure.

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- d) fraudulent claims for certificates.
- e) inappropriate retention of certificates.
- f) assisting delegates in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, e.g. where the assistance involves centre staff producing work for the delegate.
- g) producing falsified witness statements, e.g. for evidence the delegate has not generated.
- h) allowing evidence, which is known by staff member not to be the delegates own, to be included in a delegate's assignment/portfolio/coursework.
- i) facilitating and allowing impersonation.
- j) misusing conditions for special delegate requirements, e.g. where delegates 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.
- k) falsifying records/certificates, e.g. by alteration, substitution or by fraud.
- l) fraudulent certificate claims, i.e. claiming for a certificate prior to the delegate completing all assessment requirements.

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion:

2.3 Plagiarism

Refers to taking and using another's thoughts, writings, inventions, etc. as ones' own.

2.4 Group work

Delegates may collaborate when conducting research and completing exercises but their responses must be their own and their individual responses clearly identified.

3. Procedure

In order to uphold the policy, the centre will:

- a) seek to avoid potential malpractice by using the induction period to inform delegate of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- b) show delegates appropriate formats to record cited texts and other materials or information sources.
- c) request delegates to declare that their work is their own.
- d) request delegates to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.

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- e) conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the centre manager and all personnel linked to the allegation. It will proceed through the following stages:
 - i) Investigation
 - ii) Decision
 - iii) Appeal
- f) make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- g) give the individual the opportunity to respond to allegations.
- h) inform the individual of avenues for appealing against any judgment made.
- i) document all stages of any investigation.

4. Penalties

Where malpractice is proven, this centre will apply the following penalties / sanctions:

- a) A written warning about future conduct.
- b) Notification to an employer, regulator or the other appropriate organisation.
- c) Loss of marks for a specific section of their assessed assignment, resulting in the delegate resubmitting coursework for assessment.
- d) Loss of marks for the entire unit, resulting in the delegate resubmitting all assessments for that unit.
- e) The delegate barred from resubmitting the relevant assessment(s) for that unit or qualification for a stated period of time.
- f) The delegate may be disqualified from registering for future units or qualifications, either for a stated period of time or indefinitely.