

# MALPRACTICE AND MALADMINISTRATION POLICY

## Policy Statement

Malpractice consists of those acts, which compromise, attempt to compromise or may compromise the process of assessment, the integrity of any courses. This can damage the authority and reputation of all concerned.

Maladministration is any activity or practice which results in non-compliance with administrative regulations and requirements.

Barber.josh.o.p Education Ltd does not tolerate actions (or attempted actions) of malpractice or maladministration by Learners and internal and external staff in connection with any courses.

Barber.josh.o.p Education may enforce disciplinary action on Learners or staff where incidents (or attempted incidents) of malpractice or maladministration have been proven.

## Introduction

This document provides procedures for investigating and determining allegations of malpractice and maladministration.

All staff must be vigilant regarding malpractice and maladministration where malpractice or maladministration occurs it must be dealt with in a fair, thorough, impartial and objective way.

Anthony Forrest will supervise investigations resulting from allegations of malpractice or maladministration. They are also required to inform all suspected of malpractice or maladministration of their rights and responsibilities. Investigations will escalate to the Director depending on their gravity and scope.

The company reserves the right, in suspected cases of malpractice and maladministration to withhold the issuing of results/certificates or suspend any employee or contractor while an investigation is in progress. The re-issuing will then depend on the outcome of the investigation.

## Guidance

The Centre requires:

- Tutors to have asked all Learners to declare that their work is their own.
- All Learners are informed of malpractice and the penalties for attempted and actual incidents.
- All Learners to be aware of the appropriate formats recorded cited texts and other relevant materials or information sources that can contribute to achievement.

- That procedures for marking and examining work are efficient and reduce or identify malpractice e.g. plagiarism, collusion, cheating etc.
- Access controls to prevent Learners from accessing and using other people's work when using networked computers.

### **Learner Malpractice**

The following are examples of malpractice by Learners; this list is not exhaustive and the company, at its discretion, may consider other instances of malpractice.

- Plagiarism – copying or passing off work as own including artwork, images, words, computer generated work (including internet sources), thoughts, inventions and/or discoveries with or without the inventor's consent.
- Collusion – working collaboratively with other Learners, beyond what is permitted.
- Copying from another Learner or allowing work to be copied.
- Deliberate destruction of another Learners work.
- Disruptive behaviour in the classroom (including the use of offensive language).
- Making a false declaration of authenticity in relation to the authorship of coursework or the contents of a portfolio.
- Allowing others to assist in the production of coursework or assisting others in the production of coursework.
- Personating/pretending to be someone else.
- Theft of another learner's work.
- Bringing into the classroom unauthorised material e.g. study guides.
- Altering any results documentation including certificates.

### **Internal and External Staff and Centre Malpractice and Maladministration**

The following are examples of malpractice by internal and external staff; this list is not exhaustive and the company, at its discretion, may consider other instances of malpractice.

- Failing to keep records secure.
- Tampering with Learners scripts or coursework after collection.
- Failing to keep Learner computer files, which contain coursework secure.
- Altering or changing marks for internally assessed components.
- Manufacturing evidence of competence.
- Assisting Learners in producing work where the support has the potential to influence an outcome or assisting with answers.
- Failing to ensure Learner coursework is adequately monitored.
- Failure to issue Learner with appropriate notices and warnings.
- Failure to keep accurate and timely records.
- Failing to report an instance of suspected malpractice to ITEC as soon as possible after such an incident occurs or is discovered.
- Failing to conduct a thorough investigation into suspected malpractice.
- Inappropriate retention or destruction of certificates.
- Producing falsified records.

- Facilitating and allowing imitation.
- Falsifying certificates.

### **Discovery of Malpractice and Maladministration**

Any malpractice or maladministration or attempted acts of malpractice or maladministration, which have influenced the outcomes for Learners, must be reported to the Anthony Forrest. Any alleged incident of malpractice or maladministration brought to attention after the issue of certificates may result in a full investigation by ITEC. Depending on the outcome of the investigation, certificates could be recalled and declared invalid.

### **Investigating alleged Malpractice and Maladministration**

When dealing with alleged malpractice and maladministration Barber.josh.o.p Education will primarily deal with the investigation and will require full access to all records for investigation purposes.

As part of this investigation the company retains the right to involve Learners and others in the investigation process. During the investigation period ITEC may withhold the release of results/certificates. If malpractice or maladministration is discovered or is reported directly to ITEC by a third party, ITEC will conduct an investigation appropriate to the nature of the allegation.

### **Dealing with Malpractice and Maladministration**

It is the responsibility of Anthony Forrest to investigate any allegation of malpractice and maladministration. Any allegation of malpractice and maladministration against Anthony Forrest will be investigated by the Director. Any alleged incident must be reported to Anthony Forrest at the earliest opportunity. If malpractice or maladministration is discovered or suspected within Barber.josh.o.p Education Ltd, the individual must be made fully aware, in writing, at the earliest opportunity of the nature of the allegation and of the possible consequences should the malpractice or maladministration be proven. The individual must be given the opportunity to respond, in writing, to the allegations made and informed of the avenues for appealing should the judgement be made against them.

### **Penalties and Sanctions Applied**

Where malpractice or maladministration is proven, Barber.josh.o.p Education Ltd will have to consider whether the integrity of the accredited course might be in jeopardy and if the member of internal or external staff or Learner in question would be involved in future courses.

Actions from ITEC may include:

- Reserving the right to withdraw programme approval
- Refusing to issue or to withdraw certificates

## Appeals

If the outcome of an investigation is unsatisfactory those involved have the right to appeal in the first instance to Anthony Forrest and then to the Director whose decision is final.