



# Campbell Harris College

## Campbell Harris Policy Document for Malpractice in Relation to Accredited Qualifications

Created: April 2021

Review of Policy: April 2023

This policy will be reviewed biennially unless changes of circumstance or legislation requires it to be reviewed earlier.

Signed: ..... *[Signature]* ..... Date: ..... *22/4/21* .....

Head of Centre

Signed: ..... *[Signature]* ..... Date: ..... *22/4/21* .....

Exam Officer

### Malpractice Policy

Malpractice consists of those acts which undermine the integrity and validity of the assessment or examination and/or damage the authority of those responsible for conducting these.

All tutors and invigilators are responsible for covering any malpractice, and they must report any instances immediately so that it can be investigated in line with this policy.

Malpractice may occur in both the learner sphere and by the professionals such as tutors, invigilators and administrators.

### Learner Malpractice

These include:

- Plagiarism
- Collusion
- Impersonation
- Fabrication of results
- Failure to abide by exam regulations
- Misuse of examination material
- Use of unauthorised material
- Misconduct which disturbs the examination environment
- Alteration of any results, grades or marks
- Cheating such as concealed notes, smart watches etc

When a student is suspected of malpractice, the responsible adult must at once inform the Head of Centre or Exam Officer.

A written report of the malpractice will be drawn up and submitted to the relevant Examinations Board.

The students work will be marked and processed as usual pending further instructions from the Board, but their results will be withheld until a decision is made.

## **Professional Malpractices**

These include:

- failure to keep any examination or project papers, and candidate assessment documentation, secure
- Alteration of any examination papers or coursework
- facilitating and allowing impersonation
- misusing the conditions for students with reasonable adjustment requests
- failing to keep completed papers or files secure
- falsifying records or certificates
- obtaining unauthorised access to examination papers prior to an examination or practical assessment.

When there is suspicion that professional malpractice has occurred, the issue will be immediately be reported to the Head of Centre who will instigate an appropriate investigation.

## **Dealing with Malpractices**

The Head of Centre, or Exam Officer, must carry out an investigation as soon as malpractice is reported.

Whenever an incidence of malpractice is suspected the Tutor must inform the Head of Centre immediately, and also make a written statement of what they observed.

Any candidate or professional suspected of malpractice must receive a written notification, and an explanation of the possible consequences.

Any candidate or professional suspected of malpractice will be given the opportunity to respond in writing to the allegations: additionally they will be told how to appeal any decision

The Head of Centre reserves to right to access any documentation held by the people involved in relation to the alleged malpractice.

All individuals involved are expected to maintain confidentiality and share information about any malpractice investigation on a “need to know” basis.