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Assessment Malpractice Policy

Malpractice consists of those acts that undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and qualification. Our company does not tolerate actions (or attempted actions) of malpractice by:

- Learners.
- Assessors.
- Requires assessors to ask learners to declare that their work is their own.
- Requires assessors declare that learners have submitted original and independent work.

For all internal assessments, assessors and learners must provide a written declaration that the evidence is authentic and that the assessment was conducted under the requirements of the assessment specifications.

Assessors should ensure that all learners are aware of the policy on assessment malpractice by:

- Using the induction period and the student handbook to inform learners of the centre's 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 achievement 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:

- Periods of supervised sessions during which the learner produces evidence for assignments/tasks/coursework.
- Altering assessment assignments/tasks/tools on a regular basis.
- The assessor assessing work for a single assignment/task in a single session for the complete cohort of learners.
- Using oral questions with learners to ascertain their understanding of the concepts, application, etc. within their work.
- Assessors getting to know their 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.



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In the Event of Malpractice

If malpractice is discovered by or suspected by assessors, internal quality assurers or examinations staff at our company, an investigation must take place and a relevant senior manager must make the accused fully aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven. The accused must be given the opportunity to respond (preferably in writing) to the allegations made and be provided with avenues for appealing should a judgment be made against them. Normally investigations, hearing and appeals in relation to assessment malpractice will be dealt with under the procedure 'Disciplinary Procedure for Staff'. Any malpractice or attempted acts of malpractice, which has influenced the assessment outcomes, must be reported to the awarding body concerned and certification may be blocked until a full investigation has taken place. Depending on the outcome of the investigation, certificates may be recalled and declared invalid.

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