



# ANGLO SKILLS COLLEGE

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## Anglo Skills College



## Malpractice Policy and Procedure

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## **Malpractice Policy & Procedure**

Anglo Skills College has clear and strict policies in regards to malpractice and does not tolerate any breach against our policies and procedures in regards to our assessments. Malpractice is any irregular conduct, on the part of a candidate or centre staff, which gives an unfair advantage to a candidate or group of candidates, or disadvantages other candidates. The Assessment Information, distributed to all candidates with their confirmation of registration, outlines the consequences of such conduct.

An example of irregular conduct which constitutes malpractice includes:

- plagiarism of another's work
- copying or collusion, or attempted copying or collusion, during an examination or of other assessed work
- obtaining unauthorised access examination material
- using or trying to use unauthorised material or other aids in an examination (e.g. unauthorised electronic media such as mobile phones and palm tops; notes, books and study guides)
- behaviour which disrupts, or has the potential to disrupt, the smooth running of the examination (e.g. not following the invigilator's instructions)
- impersonating a candidate (i.e. claiming to be someone other than yourself)
- altering or forging any results, documents or certificates

## **Identifying malpractice**

Cases of malpractice can be identified in a number of different ways at Anglo Skills College. They may be:

- reported by the tutor or examiner via a report where the behaviour of an individual has had a disruptive effect on other candidates
- reported by an examiner or assessor, who may identify shared answers in an examination script or identical wording in a coursework assignment
- identified by an internal verifier who may identify identical work in coursework assignments

In cases where malpractice is identified or suspected by Anglo Skills College, the college is required to submit a written report detailing the suspected irregular conduct, and identifying any candidates who have been complicit in this conduct.

## **Staff Malpractice Policy**

### **Aim of the Policy**

- To identify the risk of malpractice by staff
- To respond to any incident of alleged malpractice promptly and objectively
- To standardize and record any investigation of malpractice to ensure openness and fairness
- To impose appropriate penalties and/or sanctions on staff where incidents (or attempted incidents) of malpractice are proven.

## **Examples of Malpractice by Centre Staff**

This list is not exhaustive and the college at its discretion may consider other instances of malpractice:

- Improper assistance to candidates



- Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made.
- Failure to keep candidate coursework/portfolios of evidence secure.
- Inappropriate retention of certificates
- Assisting learners 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 centre staff producing work for the learner
- Producing falsified witness statements, for example for evidence the learner has not generated.
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework
- Facilitating and allowing impersonation
- Misusing the conditions for special learner requirements, for example where learners 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.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.
- All certificates should be distributed to students. It is an offence to destroy as well as to retain certificates.

### **Action to be taken where there is Evidence of Malpractice**

If there is evidence or allegation of Assessment Malpractice by the College staff there will be a process of investigation.

This will be conducted in a form commensurate with the nature of the Malpractice. All malpractice concerns should be reported to the Principal

Principal who will nominate a member of Staff (preferably the head tutor) to conduct the related investigations.

### **Investigations will proceed through the following stages:**

- **Stage 1**

The member of staff will be informed about the issues, possible consequences and right of appeal

- **Stage 2**



Collection of evidence related to the alleged malpractice

- **Stage 3**

The review of evidence and production of a report

- **Stage 4**

A Formal meeting between the staff Nominee and the member of staff against whom an allegation has been made

## **Possible Actions Taken by the College**

In cases where it is believed that there is clear evidence of malpractice:

- The appropriate awarding body will be informed by the college of the allegation of malpractice and they will be given the supporting evidence
- Anglo Skills College may take internal disciplinary action in line with college's policy and procedures. This action will be commensurate with the seriousness of the malpractice

## **Dealing with malpractice with regards to students**

All cases of suspected malpractice are investigated thoroughly by Senior Management at Anglo Skills College.

### **Stage 1**

Where a case of suspected malpractice has been identified by a tutor or an assessor. The evidence is reviewed in the first instance by the senior tutor.

The Senior Tutor reviews all available evidence related to the case. This may include reports, examination seating plans, answer papers and assignments. If they decide that there is no case to answer, they recommend that the candidate's results are released.

If it is decided that the matter needs to be investigated further, the candidate's results are withheld until a full investigation can take place.

### **Stage 2**

If further investigation is required, the senior tutor will contact the Internal Verifier to inform them of their decisions.

The senior tutor and the internal verifier review all the information related to the case, including the candidate's statement and any additional information provided by the centre.

This review has two possible outcomes:

The Internal verifier and the senior tutor may recommend that the candidate's original result is released unchanged.

They may recommend that the result be withheld permanently. In this case, the candidate will not receive the result for the component of assessment to which the malpractice related. However, the candidate may enter for this component at a future date. However, in cases where a candidate or candidates have been found to



have plagiarised coursework assignments, these assignments may not be submitted in future assessment rounds. In these cases, candidates are required to submit a new assignment.

## Examples of Malpractice by Centre Students

Students attempting to or carrying out any malpractice activity is not permitted by the College. The following are examples of malpractice by learners; this list is not exhaustive and other instances of malpractice may be considered by the College:

- Plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, 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
- Fabrication of results and/or evidence
- Failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or conditions in relation to the assessment/examination/test rules, regulations and security
- Misuse of assessment/examination material
- 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
- behaving in 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.

## Completing investigations into malpractice

The malpractice procedure outlined in this section is designed to ensure that decisions relating to assessment results are fair, consistent and based on full consideration of all of the available information.

If candidates wish to appeal against a malpractice decision which has involved them, they may do so using the published **Appeals** procedure in the student handbook.