



# Major practice Policy

Approved by	Director of MIS & Exams
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accessing the internet, online materials or AI tools during remote assessment and remote invigilation, where this is not permitted;

failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments;

collusion: working collaboratively with others, beyond what is permitted;

copying from another candidate (including the use of technology to aid the copying);

allowing work to be copied, e.g. posting work on social networking sites prior to an examination/assessment;

disruptive behaviour in the examination room or during an assessment session (including the use of offensive language);

failing to report to the centre or awarding body the candidate having unauthorised access to assessment related information or sharing unauthorised assessment related information online;

exchanging, obtaining, receiving, passing on information (or the attempt to) which could be assessment related by means of talking, electronic, written or non-verbal communication;

making a false declaration of authenticity in relation to the authorship of controlled assessment, coursework, non-examination assessment or the contents of a portfolio; including failing to acknowledge use of AI tools when they have been used as a source of information. Incomplete or poor acknowledgement of AI tools and Submitting work with intentionally incomplete or misleading references or bibliographies.

## Malpractice by College Staff

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a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or

an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe.

### Examples include:

Failure to adhere to the relevant AO regulations and procedures, including those relating to college approval, internal or external verification, or any other programme delivery requirements as set out by AOs.

Knowingly allowing an individual to impersonate a student.



2. The Director of Learning (or the Exams Officer, if delegated the duty and as the first point of contact for AOs) will immediately report to the AO suspected malpractice or maladministration
3. An incident report or written report of any suspected malpractice or maladministration will be submitted by either the Director of Learning or main contact within two (2) working days, to the AO concerned (see next section Investigating an allegation of malpractice or administration);<sup>+</sup>
4. The College will take all necessary steps as directed by the Awarding Organisation and comply fully with the investigative measures outlined by the AO.

### Investigating an Allegation of Malpractice or Maladministration

The Director of Learning (or persons delegated the task of investigating an allegation of malpractice) will





## List of Possible Awarding Body Sanctions for Centres, Individual Staff and Candidates.

### Centres

Awarding bodies may, at their discretion, impose the following sanctions against centres:

- Written warning

- Review and report procedures/action plans, where the head of centre will additionally be required to report back to the awarding body on improvements implemented by a set date.

- Seeking Awarding body Approval of specific assessment tasks

- Additional monitoring or inspection

- Removal of direct claims

- Restrictions on examination and assessment materials. This can include Awarding Organisation Supervision for the opening and collection of exam scripts.

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- Suspension of candidate registrations or entries

- Withdrawal of approval for a specific qualification(s)

- Withdrawal of centre recognition/approval

### Individual Staff

Where a member of staff or contractor has been found guilty of malpractice, an awarding body may impose one or more of the following sanctions:

- Written warning

- Arrange more Training

- Impose Special conditions regarding future involvement in the delivery of exams and/or assessments for example additional supervision in exam situations

- Suspension/debarment

These sanctions will be notified to the head of centre who must ensure that they are communicated to the individual(s) upon whom they have been imposed and that the sanctions are adhered to.

### Candidates:

Awarding bodies may, at their discretion, impose the following sanctions against candidates:

- Formal warning

- Loss of all marks for a section

- Loss of all marks for a component

- Loss of all marks for a unit

- Disqualification from a unit

- Disqualification from all units in one or more qualifications

- Disqualification from a whole qualification

- Disqualification from all qualifications taken in that series

- Candidate debarment

