

## skypeople Malpractice Procedure

### Scope

This policy applies to all **skypeople** training and assessment programmes. It should be read in conjunction with all other policies, particularly:

- Assessment Policy
- Equality and Diversity Policy
- Data Protection Policy
- Appeals Policy
- Complaints and Whistleblowing Policy

### Commitment

Valid and reliable assessment occurs when learners present authentic and current evidence of their knowledge, understanding and skills which are assessed by assessors against specified standards.

The purpose of this policy is to limit the threat to the integrity of those assessment decisions.

- **skypeople** will inform learners and employees what constitutes malpractice.
- **skypeople** will inform learners and employees of the implications of malpractice.
- **skypeople** will regularly review our procedures and documentation to minimise the risk of malpractice.
- By completing and submitting a **skypeople** assessment, SP accepts this confirms the authenticity of all evidence submitted as presented by the learner.
- Where malpractice is suspected, a formal procedure is to be followed.

### Malpractice procedures

- Learners will be provided with examples of malpractice and assessment procedures pre assessment
- Learners will be provided with information to support their use of appropriate referencing of sources as appropriate to their assessment
- Instructors/assessors will be trained on how to identify malpractice
- Team meetings will be used to assess the risk of malpractice through the design of summative assessment activities

The malpractice process is a standard, time limited, sequenced and documented system for the centre, assessor and learner to follow when malpractice is suspected. Where malpractice from a learner is suspected:

### Stage 1

1. The individual will be notified of the issues and possible consequences. This will be added to the assessment feedback sheet. The learner will have the opportunity to present a case to a **skypeople** manager
2. The **skypeople** manager will be notified of the issues. The **skypeople** manager investigates by
  - Scrutinising evidence
  - Discussing with the instructor/assessor
  - Discussing with the learner
3. The **skypeople** manager makes a decision and informs both the learner and instructor/assessor and a sanction. Sanctions include:
  - A warning
  - A Fail grade given to the summative assessment with no opportunity for resubmission
  - A Fail grade given to the summative assessment with an opportunity for resubmission
  - Exclusion from the programme

A record of the process, the evidence and the conclusion will be maintained and contribute to the Programme Review and Evaluation.

### Stage 2

1. If the learner disagrees with the outcome of the investigation by the **skypeople** manager and/or the sanction to be applied, they must submit an appeal to the HoT or other Director.
2. HoT or other Director review will include
  - a scrutiny of all documentation
  - an interview with the learner
  - an interview with the instructor/assessor
  - an interview with the IQA
3. HoT or other Director will make a decision and informs the learner, instructor/assessor and the **skypeople** manager.

A record of the process, the evidence and the conclusion will be maintained and contribute to the Programme Review and Evaluation.

### **Stage 3**

Where the learner disagrees with the outcome of the investigation, they must notify the HoT or other Director. The HoT or other Director will refer the issue to the CAA or relevant overseeing body.

#### **Examples of Malpractice by Learners**

- Plagiarism of any nature, for example
  - Taking extracts from another person's work, published or unpublished without using quotation marks and/or acknowledging the source
  - Using ideas of another person without acknowledgement
  - Copying or using the work of another learner without their permission
  - Purchasing essays or downloading them
- Working collaboratively with other learners to produce work that is submitted as individual learner work
- Copying (including the use of ICT to aid copying)
- Deliberate destruction of another's work
- Fabrication of results or evidence
- False declaration of authenticity in relation to the contents of a portfolio or coursework
- 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.

#### **Examples of malpractice by assessors**

- Inventing or changing marks for internally assessed work (coursework or practical observations) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- Failure to keep candidate's evidence secure
- Fraudulent claims for certificates
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment
- Producing falsified witness statements, for example for evidence the learner has not generated
- Allowing evidence, which is known not to be the learner's own, to contribute to assessment decisions for a learner