

**WEST LONDON COLLEGE OF  
BUSINESS & MANAGEMENT  
SCIENCES**

**MALPRACTICE POLICY &  
PROCEDURE**



West London College  
of Business & Management Sciences



## Malpractice Policy and Procedure

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification. The College has a public duty to ensure that highest standards are maintained in the conduct of assessment. The proper discharge of this duty is essential to safeguard the legitimate interests of its students and the College's reputation.

Malpractice is taken very seriously. The College will take action against any student who contravenes the policy through negligence, foolishness or by deliberate intent. Furthermore, College does not tolerate actions (or attempted actions) of malpractice by:

- Learners
- Centre Staff

### **2. Guidance to prevent or reduce learner malpractice**

As a College we always aim to take positive steps to prevent or reduce the occurrence of learner malpractice. Below are examples of good practice that could be followed:

- 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, eg plagiarism, collusion, cheating, etc. These procedures may include:
  - periods of supervised sessions during which evidence for assignments/tasks/coursework is produced by the learner
  - 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.

### **3 Learner malpractice**

Attempting to or actually 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, in consultation with Edexcel:

- plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, 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. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes, etc are an essential part of team work and this must be made clear to the learners
- 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 Edexcel conditions in relation to the assessment/examination/test rules, regulations and security
- misuse of assessment/examination material
- introduction and/or use of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices
- 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.

### **4 Centre staff malpractice**

The following are examples of malpractice by College staff. The list is not exhaustive and other instances of malpractice may be considered in consultation with Edexcel:

- alteration of assessment and grading criteria
- 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
- failing to keep learner computer files secure
- 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
- failing to keep assessment/examination/test papers secure prior to the assessment/examination/test

### **5 Dealing with Malpractice:**

The overall responsibility of dealing with malpractice lies with the principal at WLCBMS. It could also under some circumstances be dealt by a person nominated by the Principal. As a part of procedure the alleged malpractice incident has to be reported to the awarding body in the case where the awarding body is external. Once the alleged malpractice is suspected, alleged person involved in the activity has to be informed in writing of:

- 1- Nature of alleged malpractice.
- 2- Possible consequences if malpractice is proven.

As a second step the individual is given a chance of explaining their point of view and also explained the appeals procedure where the decision is against them. The investigation is to be conducted in a fair and appropriate manner. Appropriate sanctions have to be levied according to the nature of incident. Malpractice has to be dealt through disciplinary procedures.

### **6 Investigation:**

WLCBMS will conduct investigation in a predefined and structured way, into the alleged incidents of malpractice. These investigations are supported by the Principal at WLCBMS and conduct by the person nominated by the Principal. The structure of the investigation is as follows:

- The report of alleged incident is documented
- The alleged individual is informed about the allegation of the malpractice in writing.
- This individual may be learner or staff at WLCBMS.
- The alleged individual is then explained the right and procedures regarding appeal in case the incident is proven to be true.
- The individual is then given time and opportunity to respond to the incident this has to be done in writing.

- The response of the individual is then considered thoroughly.
- The investigation is then completed and decision is then passed on to the individual in writing.
- All stages of this investigation are to be documented and the records are kept for 3 years after the decision.

## **7 Penalties**

There is a variety of sanctions and/or penalties that could be applied upon learners and/or staff. These sanctions totally depend upon the intensity of the incident and therefore vary in nature. Following are the few sanctions that could be applied if the malpractice is proven:

The staff or learner is issued with a written warning about future assessment conduct. The learner involved in the malpractice, for the second time, could be refused, by the assessor to assess their course work.

In the case mentioned above the learner, would have to resubmit their course work in order to meet the pass criteria.

In the case where there is repetitive conduct of malpractice by learner they may be refused to pass that particular unit and hence not receive the certificate.

In the case where malpractice is proven against a member of staff they will be subject to an immediate decline in their access to records and authority to assess or certify.

The staff may also be barred from the use of certain administrative tools depending upon the nature of malpractice and may be reprimanded or terminated from the job.

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Next review date: August 2018
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