

POLICY STATEMENT

TITLE:

Malpractice / Maladministration / Plagiarism Policy

INTRODUCTION/OVERVIEW:

Malpractice/Maladministration means a contravening of the regulatory requirements pertaining to the assessment process (including the conduct of examinations), which puts at risk the integrity, credibility and validity of a qualification, its assessment and student certificates.

Malpractice/Maladministration may include a range of issues from the failure to maintain appropriate records or systems, to the deliberate falsification of records in order to claim certificates.

Plagiarism is the incorporation by a student of material which is not their own for purposes of assessment. This may include copying all or substantial parts of their assessed work from other sources and **presenting this work as their own**, whether intentional or not.

Appendix A – Staff Malpractice

Appendix B - Student Malpractice

Appendix C -

<https://intranet.northamptoncollege.ac.uk/document-library/608-student-behaviour-and-disciplinary-policy-2017-18-1.html>

POLICY STATEMENT:

Northampton College is committed to upholding the integrity of its qualifications.

This policy is aimed at staff and students within the assessment and examination process.

QUALITY STATEMENTS:

1. At the start of their programme all students will have a clear introduction into Northampton College's malpractice/maladministration/plagiarism policy and procedures and the possible consequences through College and Course Handbooks.
2. All Northampton College staff will have a clear introduction into the policy and the possible consequences via the Staff Handbook.
3. College staff will be expected to read and understand the Awarding Organisation's policy of Assessment Malpractice to which the qualification pertains. This will include the JCQ process for examinations.
4. Any disciplinary action will follow the procedures laid down in the College Student Disciplinary Policy, College Staff Disciplinary Policy and for HE students this will be the Disciplinary Policy of the Awarding Organisation.

LINKED POLICIES/ PROCEDURES:

Student Disciplinary Policy Staff Disciplinary Policy	JCQ Handbook
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MONITORING PROCEDURE:

Staff Disciplinary Records. Student Disciplinary Records

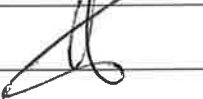
DATE FOR REVIEW AND NEXT DIVERSITY IMPACT ASSESSMENT:

January 2020

RESPONSIBILITY: Overall (Directorate/Dept): Implementation:

Deputy Principal

APPROVED BY EMT: (Principal to sign)

	(Signature)
Principal	(Position)
13-2-18	(Date)

OR

ENDORSED BY EMT AND APPROVED BY CORPORATION: (Principal to sign)

(Signature)	
Principal	(Position)
(Date)	

College Staff

Malpractice means to contravene or ignore awarding organisations' regulatory requirements pertaining to the assessment process (including the conduct of examinations), which puts at risk the integrity, credibility and validity of a qualification, its assessment and student certifications, or the effective operation of the centre as a whole.

Breach of examination or assessment rules, regulations and requirements

Examples could include:

- failing to keep mark schemes secure
- falsification/alteration of assessment records or results documentation
- assisting students 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 college staff
- producing work for the student
- facilitating and allowing impersonation
- fraudulent certificate claims, i.e. claiming for a certificate prior to the student completing all the requirements of assessment
- obtaining unauthorised access of assessment/examination/test material prior to an assessment/examination test
- copying from another student (including the use of ICT to aid copying) or allowing work to be copied

This list is not exhaustive and staff should refer to the qualification awarding organisation rules, regulations and quality procedures.

Awarding organisations expect Northampton College staff to co-operate fully with any investigations into cases of suspected or actual malpractice.

Staff who discover or suspect malpractice must immediately report this to the Quality Office.

College students

Malpractice means to break a rule or ignore the awarding organisations' e.g. City & Guilds, Edexcel, JCQ, etc legal requirements regarding the assessment process, (including the conduct of examinations), which puts at risk the quality, value and validity of a qualification, its assessment and student certifications, or the effective operation of the centre as a whole.

Plagiarism

Plagiarism is the incorporation by a student, in work for assessment, of material that is not their own (this will include copying all or substantial parts of their assessed work from other sources, such as books, CDs, internet sources or other people's work), and **presenting it as their own**, whether intentional or not.

Student malpractice examples:

- students working together dishonestly to produce work that is submitted as individual student work
- misuse of assessment/examination material
- impersonation or 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
- behaving in such a way as to undermine the integrity of the assessment/examination test
- 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
- deliberate destruction of another's work

The above list is not exhaustive and students should listen to exam invigilators, tutors and assessors when instructions are given. Students should also ask if instructions do not seem clear.

Incidents of malpractice/plagiarism will be treated as misconduct and will be subject to action under the College Disciplinary procedure.

Record of Investigation into Alleged Malpractice

Student/staff name:				
Date range of alleged offence	From:	To:		
Course Details	Course:	Tutor/Line Manager:		
Detail of alleged offence				
Action taken (relate to the relevant disciplinary process)			Disciplinary Stage	
Authorised signatory	Curriculum Manager / School Assistant Principal			
	Name:			
	Signature:			
	Date:			
Student signature & date	Name:			
	Signature:			
	Date:			
Checklist	Action Taken		Date:	
	Copy of relevant disciplinary policy issued			
	Inform staff/student of the outcome of further proven misconduct			
	Issue letter			
	first	final	suspension	Exclusion
	Issue copy of this form and letter to parents/carers if under 18			
	Issue copy of this form and letter to Curriculum Manager/ Assistant Principal of School/HR			

Appendix A

EQUALITY & DIVERSITY IMPACT ASSESSMENT

This form should be used by managers and policy authors within their area of responsibility to carry out Equality & Diversity Impact Assessments (E&DIAs) in relation to protected characteristics, specifically: Age, Sex, Disability, Gender reassignment, Race, Religion or Belief, Sexual Orientation, Pregnancy & Maternity and Marriage & Civil Partnership.

The word 'policy' is taken to include strategies, policies, procedures and guidance notes; formal and informal, internal and external.

The Impact Assessment may be carried out on any policy, service, function or plan you are engaged in, or are about to commence. All policies should be clearly stated. However, in reality, some policies are built into everyday procedures and customs, therefore not all policies are open to inspection and review. Any assessment of a policy should include these customs and practices as well as the formal written policy. 'Functions' means your duties and powers and includes internal and external functions, including service delivery.

1. Name of policy

Malpractice/Maladministration/Plagiarism Policy

2. What is the aim(s), objective(s) and/or purpose of the policy?

To satisfy Awarding Organisations requirements that there is a process in place for student and staff maladministration/malpractice

3. Who is the policy lead?

Jenny Thorpe

4. Which of the following groups could be affected by this policy? (Tick all that apply)

Learners

Staff

Wider community

5. Team

Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):

Name	Position
Carole Martin	QA Manager
Jenny Thorpe	Assistant Principal for Teaching, Assessment & Quality

Date E&DIA undertaken: ____9 January 2017_____

E&DIA undertaken as a result of:

Renewal / Revision of Policy / Procedure

New Policy / Procedure

SAR process

Other Please state _____

Date of last E&DIA (if applicable) _____

6. Complaints?

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes then please give details.

No Yes

7. The Impact

Four possible impacts should be considered as part of the assessment:

1. **Positive impact** – Where the policy might have a positive impact on a particular protected characteristic.
2. **None or little impact** – Where you think a policy does not disadvantage any of the protected characteristics.
3. **Some impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristics is likely to be greater than on another.
4. **Substantial impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This

disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Using the guidance provided above, complete the following table:

Sex/Age	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Women		√		
Men		√		
Age		√		

Disability	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Visually impaired		√		
Hearing impaired		√		
Physical disability		√		
Specific Learning difficulties		√		
Global learning difficulties		√		
Autistic Spectrum Disorder		√		
Any other disability - various		√		

Race	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
White				
Other minority groups				

Other Protected Characteristics	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Religion and Belief		√		
Sexual Orientation		√		
Gender Reassignment		√		
Pregnancy & Maternity		√		
Marriage & Civil Partnership		√		

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the attached action plan.

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8. Is there anything that cannot be changed?

What cannot be changed?	Can this be justified?	If so, how?

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

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DISTRIBUTION: Copies of the final E&DIA should be sent to:

- Jan Hutt - Director of HR
- Patrick Leavey - Deputy Principal – Teaching, Learning & Success
- Quality Improvement Team Administrator

And to those whom this Impact Assessment will cause to have further work to do in either changing processes or re-writing the policy(s) concerned.

All actions recorded here should be carried forward into your QIP, so that actions can be monitored and evaluated to measure the impact. There will be random sampling of action plans through the Equality & Diversity Forum.

APPENDIX B

COMMUNICATIONS PLAN

TITLE OF COLLEGE POLICY: Malpractice/Maladministration/Plagiarism	DATE APPROVED BY Policy & Strategy Group Or Corporation
	Date:

AUDIENCE (select appropriate with ✓)					
Managers	✓	Curriculum teams	✓	Business Support teams	✓
All staff	✓	Suppliers		Partners	
Other (please state)					

CHANNEL (select appropriate with ✓)				
Policy & Strategy Team (PST)		Quality Improvement Network (QIN)		Marketing team
e.g. Meeting Email	✓	e.g. Meeting Email	✓	e.g. NC Update Managers' Update Intranet Website
Individual team		Suppliers		Partners
e.g. Document Library Noticeboards Team meeting Email	✓	e.g. Letter or email Meeting		e.g. Letter or email Meeting
College Management Team (CMT)		JCNC		CORPORATION
e.g. Meeting Email		e.g. Meeting Email		e.g. Meeting Email

COMMUNICATIONS PLAN ACTIVATED BY:		
Name: Jenny Thorpe	Job title: Assistant Principal for Teaching, Assessment & Quality	Date: