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Malpractice Policy and Procedure

QM&T is committed to fair assessment, supporting access and equality of opportunity for all students, while safeguarding the integrity of the qualifications. It therefore takes very seriously any allegations of malpractice with regards to students.

Malpractice consists of those acts which undermine the integrity and validity of an assessment. The purpose of this procedure is for investigating and taking action against students who are suspected of malpractice. The procedure applies to all student's assessment material. Quality Management & Training (QM&T) will take action against any student who has taken action to gain unfair advantage in the assessment process. Examples of student malpractice:

- Copying the work of another student's assignment
- Arranging for someone else to sit their exam
- Possession of materials not permitted in exams
- Communicating with other students in the exam room
- Copying work from another student or allowing another student to copy their work

Guidelines

Students are advised to make sure they **DO NOT COPY** or **THAT THEIR WORK IS THEIR OWN**. Submitted work must represent the student's own work.

If an allegation of plagiarism or academic dishonesty is made against a student, QM&T will:

1 In the first instance, talk to the student explaining their suspicions, asking the student to respond with reasoning and evidence.

2 Where plagiarism is suspected work/materials would be re-inspected prior to discussing the findings with the student.

3 A copy of unmarked work is to be given to the student, the original to be retained by the individual tutor.

A record of proven allegation of plagiarism or any academic dishonesty will be kept on the student's file in accordance with the disciplinary procedure.

Investigation/Judgement

The investigation should take place as soon as practicable after the assessment in question. It will be conducted through a meeting attended by the student and the QM&T Tutor and chaired by an appropriate manager. The student can choose to be accompanied by another person acting in a supportive role.

1 Following the meeting the manager will make a judgement about whether or not the actions of the student represent malpractice; judgement shall be communicated to the student in writing.

2 If the judgement is that no malpractice took place the assessment in question will be marked on its merits and all records relating to the incident will be removed from the student's file.

3 If the judgement is that malpractice took place then the student will be subject to the QM&T's disciplinary procedure and appropriate penalties relating to the assessment and the relevant awarding bodies (CQI & IRCA) will be notified.

4 Students who consider that the investigation was conducted unfairly, or that the judgement did not reflect the evidence represented can appeal.