



Malpractice and Maladministration Policy & Procedure

The Malpractice and Maladministration policy sets out how the UK College of English addresses any issues regarding malpractice and maladministration including issues regarding the authenticity of work submitted by a student for assessment. This policy applies to all staff and students at the College.

The College has an obligation to its students, partner universities, employers and awarding bodies to ensure that the qualifications its students receive are a fair and accurate representation of their work, and of the knowledge and skills attained. If a student completes an assessment, or gets a qualification, by unfair means, this is unfair to those who have achieved the same qualification fairly. For these reasons the College will undertake appropriate measures to ensure that student work is in fact their own, and that plagiarism, cheating or other forms of malpractice have not taken place.

The College will also ensure that appropriate action is undertaken where malpractice or maladministration has taken place.

Purpose and Aims of the Policy

The purpose of the policy is to:

- protect the integrity of the College and its qualifications;
- provide guidance and support to staff and learners on malpractice and maladministration.

The aims of the policy are to:

- identify and minimise the risk of malpractice by learners
- identify and minimise the risk of malpractice and maladministration by staff
- respond to any incident of alleged malpractice or maladministration promptly and objectively
- standardise and record any investigation of malpractice or maladministration to ensure openness and fairness
- prevent such issues from arising again by taking actions where malpractice or maladministration has occurred.

Scope

This policy applies to all students at the UK College of English irrespective of their method of application or enrolment or their type of course, school links and apprenticeship programmes, studying either full-time or part-time. Concerns regarding malpractice, including plagiarism, copying and cheating, will be referred to the relevant institution and sanctions will be applied accordingly.



Definition

'Malpractice', which includes maladministration and non-compliance, is defined as any act, default or practice which is a breach of the Regulations or which compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Preventing Malpractice by Learners

The College aims to prevent malpractice by learners through:

- seeking to avoid potential malpractice by using the induction to inform learners of the College's policy on malpractice and penalties for attempted or actual incidents of malpractice
- ensuring staff who carry out assessment inform learners about the malpractice policies
- asking learners to declare that their work is their own;
- conducting an investigation in a form commensurate with the nature of the malpractice allegation.

Such an investigation will proceed through the following stages:

- make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven
- give the individual the opportunity to respond to the allegations made
- inform the individual of the avenues for appealing against any judgment made
- documenting all stages of any investigation.

Where malpractice is proven, this College will apply penalties / sanctions appropriate to the nature of the malpractice or maladministration under review and the relevant awarding body will be informed immediately. Where learner malpractice takes place on programmes or examinations awarded by external institutions, these will be informed as well.

Malpractice by Learners

This list is not exhaustive and other instances of malpractice may be considered by the College at its discretion:

- cheating in an exam
- plagiarism of any nature
- collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- 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.



Cheating

Cheating is an attempt to deceive assessors or examiners. It includes but is not restricted to, situations when the student is in an examination situation and:

- Communicates or attempts to communicate with a fellow candidate or individual who is not the invigilator or a member of staff
- Copies or attempts to copy from a fellow candidate
- Attempts to introduce or consult during an examination any unauthorised printed or written material, or electronic, calculation or information storage devices, including mobile phones.
- Impersonates another or allows him or herself to be impersonated.

Cheating is gross misconduct and will be treated as such. The penalties that could be imposed include downgrading the result and specific disciplinary measures such as suspension or permanent exclusion from College. In addition, the student will be called into a conference with the Academic Counsellor and/or the Head of Studies to address academic concerns. The relevant awarding body or external institution will be informed as necessary.

Plagiarism

Plagiarism is the theft or use of someone else's work without proper acknowledgement and presenting the material as if it were one's own. If there is doubt over the authenticity of work, an opportunity will be given to demonstrate that it is genuinely that of the learner claiming credit.

Guidelines on Plagiarism: for students

Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is plagiarism. This applies to copying both from other students' work, the work of staff and from published sources such as books, reports or journal articles. Plagiarised material may originate from any source. It is as serious to use material from the internet, electronic encyclopaedia or literature archive as it is to use material from a printed source if it is not properly acknowledged.

Use of quotations or data from the work of others is entirely acceptable and is often valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material taken from elsewhere gives the appearance that the comments are a learner's own work. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.

Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. Taking a piece of text, from whatever source, and substituting words or phrases with other words or phrases is plagiarism. Any paraphrase of another person's work must have an acknowledgement to the source.

Source of quotations used should be listed in full either as a footnote or in a bibliography at the end of the piece of work and in a style required by the student's curriculum area.



Coursework (including assignments, essays, skills assessments and reports) must be the student's own work unless in the case of group projects a joint effort is expected and is indicated as such. Students must acknowledge assistance given from fellow students, staff and work-based mentors to avoid suspicion of plagiarism. It is the teacher's responsibility to identify and report cheating and plagiarism to both the Academic Counsellor and the Head of Studies.

Malpractice and Maladministration by College Staff

Examples of staff malpractice and maladministration

This list is not exhaustive and other instances of malpractice and maladministration may be considered by the College at its discretion:

- improper assistance to students before or during examination or assessment
- inventing or changing marks for internally assessed work where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- failure to keep candidate coursework/portfolios of evidence secure
- fraudulent claims for certificates
- inappropriate retention of certificates
- 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 College 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 this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- 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.

Actions arising from malpractice or maladministration

Any suspected instances of staff malpractice or maladministration should be reported immediately to the Academic Registrar and the Head of Studies. Once reported any suspected malpractice or maladministration will be reviewed in line with College procedures and awarding body guidelines. This may result in referrals regarding to suspected malpractice prior to any investigation where this is required by the awarding body.

Any allegations of staff malpractice or maladministration will be dealt with in accordance with the College's disciplinary procedures. The Head of Studies will record any actions arising from incidents of alleged malpractice or maladministration and pass these onto relevant managers to help prevent such issues from reoccurring. Relevant third parties (e.g. funding bodies) will be informed of findings in line with the nature of the incident and individual funding or awarding body requirements.

Reviewed in December 2019. Reviewed annually or more often if required