

## ASSESSMENT MALPRACTICE

*Note - Extract from Assessment Malpractice Policy*

### 1. Introduction

The policy on malpractice aims to:

- Define malpractice in the context of assessment and certification
- Set out the rights and responsibilities, with regards to malpractice, of the College and its staff.

#### **Policy on assessment malpractice**

##### **Definition**

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 does not tolerate actions (or attempted actions) of malpractice by any individual.

The College may impose penalties and/or disciplinary action, in accordance with its disciplinary policies where incidents (or attempted incidents) of malpractice have been proven.

### 2. Learner malpractice

The following are examples of potential actions by learners which are considered malpractice; this list is not exhaustive and other instances of malpractice may be considered by the College at its discretion:

- 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, 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.
- 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 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 similar electronic devices
- Inclusion of invented or false data within coursework

- 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
- Copying from another learner (including the misuse of ICT to do so)
- Behaving in such 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
- Disruptive behaviour in the examination room (including the use of offensive language)
- Failing to abide by the conditions of supervision designed to maintain the security of examinations
- Failing to abide by the instructions or advice of an invigilator, supervisor, or the Awarding Body in relation to the examination rules and regulations
- The inclusion of inappropriate, offensive or obscene material in scripts or coursework
- The deliberate destruction of another's work.

Staff must ensure that learners are aware of the college regulations and appropriate awarding body regulations.

The College's student disciplinary procedures will be followed in any instance of actual, attempted or alleged malpractice.

***Extract from Assessment Malpractice Policy Solihull College.***