

CADUK STAFF AND LEARNER MALPRACTICE POLICY

REFERENCE

- A. Awarding Body Guidance Suspected Malpractice in Examinations and Assessments Policies and Procedures 1 September 2007 to 31 August 2008

PURPOSE

1. This Policy has been written to ensure that we comply with Awarding Body Requirements in relation to Staff and Learner Malpractice. It contains procedures for dealing with malpractice on the part of learners, centre staff and any others involved in managing the delivery of qualifications, and for taking appropriate action to maintain the integrity of RQF qualifications. As a minimum we will ensure that all learners and staff are aware of:

- what constitutes assessment malpractice
- the related processes for instigating or investigating malpractice.
- the possible outcomes that may be reached
- the consequences of outcomes

We will demonstrate how the potential for assessment malpractice informs programme planning and delivery, have robust systems for minimising the risks of malpractice and for recording and managing all assessment appeals and malpractice and the process for reporting serious assessment malpractice to the Awarding Body.

These procedures are additional to any guidelines or regulations the awarding bodies issue in their booklets or regulations. If there is a conflict between the guidelines or regulations and these procedures, the Awarding Body Guidance on Suspected Malpractice in Examinations and Assessments Policies and Procedures 1 September 2007 to 31 August 2008 shall prevail.

APPLICABILITY

2. This leaflet is applicable to all CADUK learners, assessors.

RESPONSIBILITY

3. The CADUK MD is responsible for developing this process.

What is Malpractice

4. "Malpractice" means any act, default or practice which is a breach of Awarding Body Regulations or which compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification that we offer and/or damages the authority, reputation or credibility of any awarding body or our centre. A failure by this centre to investigate allegations of

suspected malpractice in accordance with the requirements in this document also constitutes malpractice.

Staff Malpractice

5. "Staff Malpractice" means malpractice committed by a member of staff or contractor (whether employed under a contract of employment or a contract for services) at this centre.

Examples of malpractice carried out by staff:-

- Failure to meet award approval requirements
- Failure to follow agreed procedures for the assessment or internal verification of RQF learners
- Offering excessive amounts of help in producing assessed work
- Using falsified witness testimonies
- Allowing learners to include evidence that assessors know is not the learners own work
- Changing/falsifying records or certificates

Learner Malpractice

6. "Learner Malpractice" means malpractice by a learner in the course of any assessment

Examples of malpractice carried out by learners:-

- Pretending to be someone else
- Falsifying or altering witness testimonies
- Fabricating evidence

Minimising the Risks of Malpractice

7. The CADUK have a variety of processes that minimise the risks of staff and learner malpractice. These include

- Induction, Training and Development Process
- Initial Profiling
- Transparent Assessment Process
- IV Process which includes the Sampling of all learner portfolios
- RPL Policy and Procedure

PROCESS FOR DEALING WITH ALLEGATIONS OF MALPRACTICE

8. Suspected malpractice can be identified by internal verifiers assessors, learners and employers. Those who suspect malpractice in assessment must report this suspicion immediately to the MD in writing through formal letter or email. A full account of the incident should be submitted together with supporting evidence

Procedure for dealing with malpractice

9. The MD maintains authority to undertake investigations into alleged irregularities within the Centre. The MD will carry out an investigation and report its findings to the Awarding Body if appropriate and provide them with an estimated timescale for the completion of the investigation. This

will normally be within one month of the receipt of the suspected malpractice. Before submitting the case the MD will conduct an investigation to establish the full facts and circumstances of any alleged malpractice. It will not be assumed that because an allegation has been made, it is true.

10. We expect Centre staff to co-operate fully with any investigations into malpractice. Failure to do so may result in the Centre's approval status being permanently or temporarily removed. The Centre is responsible for informing staff and learners affected by the removal of any Awarding Body services.

11. Where suspected malpractice is identified by a centre, the MD will submit the fullest details of the case at the earliest opportunity to the relevant awarding body. The form JCQ/M1 should be used; copies can be found on the Joint Council website, (www.jcq.org.uk/).

The report will be made available to the Awarding Body and will contain

- The origin of the complaint and mode of discovery
- The investigations carried out
- The evidence obtained
- The conclusions drawn
- The recommendations for action and the resolution of the matter

12. On receipt of a report of suspected malpractice submitted by a head of centre the awarding body will consider the report and decide either:

to take no further action or to make a decision on the case in accordance with its own procedures or to ask the head of centre to carry out a further investigation as described in Awarding body guidelines and provide further evidence or to investigate the matter further itself.

13. There are a number of Sanctions that can be applied by the Awarding Body to centre staff, candidates and the centre outlined in Reference A. The MD will work with the Awarding body to ensure that those sanctions are communicated to all concerned following the guidelines in Reference A

Appeals

14. Staff or Learners wishing to appeal against the findings of the malpractice investigation or the penalties and sanctions imposed should contact the Managing Director of CADUK. Appeals will be accepted from the individual learner and members of staff who are personally implicated in the decision.