

CVQO Assessment Malpractice and Maladministration Policy

Aim

1. To identify and minimise the risk of malpractice by staff or learners
2. To respond to any incident of alleged malpractice promptly and objectively
3. To standardise and record any investigation of malpractice to ensure openness and fairness
4. To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven
5. To protect the integrity of CVQO and CVQO-led qualifications

In order to do this, CVQO will:

- a) Seek to avoid potential malpractice by using the induction period and centre handbooks to inform learners and staff of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- b) Show learners the appropriate formats to record cited texts and other materials or information sources
- c) Ask learners to declare that their work is their own
- d) Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- e) Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Chief Executive and all personnel linked to the allegation
- f) 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
- g) Give the individual the opportunity to respond to the allegations made
- h) Inform the individual of the avenues for appealing against any judgement made
- i) Document all stages of any investigation

Definition of Malpractice by Learners

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

- Plagiarism of any nature
- Collusion by working collaboratively with other learners to produce work that is submitted as his/her own work
- Copying
- Deliberate destruction of another's work
- Fabrication of results or evidence
- False declaration of authenticity in relation to the contents of submitted work for assessment
- 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

Definition of Malpractice by Tutors/Centre Staff

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

- Improper assistance to learners
- Inventing or changing marks for internally assessed work where there is insufficient evidence of the learners' achievement to justify the assessment decisions made
- Failure to keep learners work 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 the tutor or centre staff producing work for the learners
- Producing falsified witness statements, for example, for evidence the learner has not generated
- Allowing evidence which is known by the tutor or centre staff not to be the learner's own, to be included in a learner's work for assessment
- Facilitating and allowing impersonation
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as a scribe, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- Falsifying records or certification 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

Definition of Maladministration

Maladministration is an activity or practice which results in non-compliance with regulations but is normally as a result of a genuine mistake rather than any deliberate plan to gain an unfair advantage. Where staff or a learner repeatedly makes mistakes then this would eventually constitute Malpractice.

Sanctions and Penalties

Where Malpractice is proven, CVQO will consider the potential risk to the integrity of the assessment and the potential adverse impact on learners to determine the appropriate sanction or penalty commensurate with the nature and circumstance of the malpractice.

This policy should be read in conjunction with other CVQO policies, including: CVQO's Appeals and Complaints Policy and CVQO's Appeals and Complaints Procedure and Forms.



Chief Executive

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