

## Malpractice Policy

### Introduction

This policy is for staff and learners at Crossfields Learning.

#### The aim of the policy is to:

- Identify and minimise the risk of malpractice by staff or learners
- Respond to any incident of alleged malpractice promptly and objectively
- Record and review any investigation of malpractice to ensure openness and fairness
- Impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven
- Protect the integrity of Crossfields Learning, Crossfields Institute and its qualifications

#### In order to do this, Crossfields Learning will:

- Seek to avoid potential malpractice by using induction processes and the learner handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- Show learners the appropriate formats to record cited texts and other materials or information sources
- Ask learners to declare that their work is their own
- Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the **Head of Centre** and all personnel linked to the allegation. It will proceed through the following stages:
  1. 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
  2. Give the individual the opportunity to respond to the allegations made
  3. Appoint a member of staff not directly involved with the learner to investigate
  4. Document all stages of any investigation
  5. Inform the learner of any penalties or sanctions that may be applied, or if the allegation is unfounded
  6. Inform the individual of the avenues for appealing against any judgment made

#### Definition of Malpractice by Learners

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

- Plagiarism of any nature

- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- Copying (including the use of ICT to aid 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 or test

### **Definition of Malpractice by Crossfields Learning Staff**

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

- Improper assistance to candidates
- Deliberately claiming achievement for work (e.g. observations of practice, assignments, coursework or portfolio evidence) where there is insufficient evidence of the learner's achievement to justify the assessment decisions made
- Failure to keep learner 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 centre staff producing work or supplying answers 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 reasonable adjustments. For example, where learners are permitted support, such as an amanuensis, 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

**This policy will be reviewed every 12 months by Crossfields Learning's Director and/or Head of Centre**