



Malpractice, Maladministration and Plagiarism Policy

Policy owner	Policy date approved	Policy review date
Dionne Ruddock	January 2024	January 2025

Introduction

Malpractice/Maladministration means a contravening of the regulatory requirements pertaining to the assessment process (including the conduct of examinations), which puts at risk the integrity, credibility and validity of a qualification, its assessment and student certificates.

Malpractice/Maladministration may include a range of issues from the failure to maintain appropriate records or systems, to the deliberate falsification of records in order to claim certificates. Plagiarism is the incorporation by a student of material which is not their own for purposes of assessment. This may include copying all or substantial parts of their assessed work from other sources and presenting this work as their own, whether intentional or not.

Policy Statement

The Academy of Success is committed to upholding the integrity of its qualifications. This policy is aimed at staff and students within the assessment and examination process.

1. Key Principles

1. At the start of their programme all students will have a clear introduction into The Academy of Success malpractice/maladministration/plagiarism policy and procedures and the possible consequences through Handbooks.

2. All The Academy of Success staff will have a clear introduction into the policy and the possible consequences via the Staff Handbook.
3. Training staff will be expected to read and understand the Awarding Organisation's policy of Assessment Malpractice to which the qualification pertains.
4. Any disciplinary action will follow the procedures laid down in the Disciplinary Policies Of the Awarding Organisation.

2. The Procedure

a) Staff Malpractice (incorporating maladministration) means to contravene or ignore awarding organisations' regulatory requirements pertaining to the assessment process (including the conduct of examinations), which puts at risk the integrity, credibility and validity of a qualification, its assessment and student certifications, or the effective operation of the centre as a whole.

Breach of examination or assessment rules, regulations and requirements. Examples could include:

- failing to keep mark schemes secure
- falsification/alteration of assessment records or results documentation
- assisting students 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 staff
- producing work for the student
- facilitating and allowing impersonation
- fraudulent certificate claims, i.e., claiming for a certificate prior to the student completing all the requirements of assessment
- obtaining unauthorised access of assessment/examination/test material prior to an assessment/examination test.
- copying from another student (including the use of ICT to aid copying) or allowing work to be copied.

This list is not exhaustive, and staff should refer to the qualification awarding organisation rules, regulations and quality procedures.

Awarding organisations expect The Academy of Success staff to co-operate fully with any investigations into cases of suspected or actual malpractice. Staff who discover or suspect malpractice must immediately report this to the Director.

b) For students, Malpractice means to break a rule or ignore the awarding organisations' City & Guilds, Edexcel, Jcq etc legal requirements regarding the assessment process, (including the conduct of examinations), which puts at risk the quality, value and validity of

a qualification, its assessment and student certifications, or the effective operation of the centre as a whole. Examples could include:

- Having mobile phones switched on during examinations or controlled assessments.
- Wearing a Smart Watch during an exam or controlled assessment.
- Sitting an exam for someone else or asking someone else to sit an exam for you
- Misuse of assessment/examination material for example sharing information about examinations or controlled assessments if you have sat your exam earlier than other students
- Using notes during a closed book assessment
- Working with other students to produce work that is submitted as individual student work.
- Behaving in such a way as to undermine the integrity of the assessment/examination
- Deliberate destruction of another's work. The above list is not exhaustive and students should listen to exam invigilators, tutors and assessors when instructions are given. Students should also ask if instructions do not seem clear

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3. Plagiarism

Plagiarism is where a student incorporates material that is not their own (this will include copying all or substantial parts of their assessed work from other sources, such as books, CDs, internet sources or other people's work) into their assessment(s), and presenting it as their own, whether intentional or not. Examples include:

- The deliberate (intentional) copying of work from other students or sources and presenting it as your own work in formal assessment situations.
- Using extracts and / or quotations and / or diagrams and pictures from the work of other students or sources without any citation or referencing (maybe unintentional plagiarism).

The increase in Artificial Intelligence (AI) tools (e.g ChatGPT, Google Bard) has led to the need for addition to the Malpractice, Maladministration and Plagiarism Policy.

AI-Assisted plagiarism is the use of AI generated text in assignments and assessments that are submitted towards achievement of qualifications. AI is a powerful tool that can have benefits, for example to help to overcome linguistic barriers, but when used to generate the bulk of an assignment or assessment, is a form of plagiarism and is subject to the same sanctions as standard plagiarism.

If any form of plagiarism (including AI-assisted) of assessments or assignments is suspected, you may be asked questions about the work you have submitted to check your understanding of the assignment / assessment subject(s). If there are still concerns that work has been subject to malpractice or plagiarism, this will be treated as academic misconduct and will be subject to investigation and possible action under the Disciplinary procedure as defined in the Behaviour and Disciplinary Policy.

4. Reporting

- Any suspected maladministration or malpractice, including all forms of plagiarism will be reported to the Director who will contact Ascentis according to their requirements.

If you suspect any of the above, you should contact The Academy of Success Director or HR Representative.