


Teitl: Title:	Assessment Malpractice Policy	
Fersiwn: Version	2	
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students	

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Assessment Malpractice Policy Stage 1 EIA
Effaith ar yr Iaith Gymraeg Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.	Welsh Language Impact An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Vice Principal - Quality		
Ymgynghoriad / Consultation:	Quality team. Exams team. Dean of HE Head of Information Systems Human Resources Social Partnership		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		N/A
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:		Comms & Culture Committee
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	-

<p>Dyddiad Adolygu: Review Date: 04/05/28</p>	<p>Corff Llywodraethu / Body:</p>	<p>Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:</p>	<p>- - -</p>
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1. Introduction

1.1. 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 staff

1.2. The College may impose penalties and/or disciplinary action on staff where incidents (or attempted incidents) of malpractice have been proven.

2. Scope

2.1. This policy covers all teaching and learning and assessment relating to further education, work-based learning, school links and adult community learning provision. Higher education assessment policy is covered in the **Academic Appeals for Higher Education policy**, which aligns to all partner university requirements.

2.2 This policy also relates to the **Student Malpractice Policy**.

2.3 This policy uses relevant [JCQ guidance](#) as the basis for its content. It is recognised that this guidance may change over time, as a result, any guidance issued to colleagues may be updated periodically.

3. Purpose

3.1. The policy on malpractice aims to:

3.1.1. Define malpractice in the context of assessment and certification.

3.1.2. Set out the rights and responsibilities, with regard to malpractice, of the College and its staff.

3.2. It is in the interest of students and college staff for the College to respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice. The Head of Centre or suitable nominee will inform college staff or learner/s of any incident or suspected incident of malpractice.

4. College staff malpractice

4.1. The following are categories of malpractice as defined by the JCQ:

4.1.1 **Breach of security:** Any act which breaks the confidentiality of question papers or materials, and their electronic equivalents, or the confidentiality of candidates' scripts or their electronic equivalents

4.1.2 **Deception:** Any act of dishonesty in relation to an examination or assessment

4.1.3 **Improper assistance to candidates:** Any act where assistance is given beyond that permitted by the specification or regulations to a candidate or group of candidates, which results in a potential or actual advantage **in an examination or assessment.**

4.1.4 **Failure to co-operate with an investigation**

4.1.5 **Maladministration:** Failure to adhere to the regulations regarding the conduct of controlled assessments, coursework, examinations and non-examination assessments, or malpractice in the conduct of examinations/assessments and/or the handling of examination question papers, candidate scripts, mark sheets, cumulative assessment records, results and certificate claim forms

4.2.1 The following are examples of actions that could be considered as malpractice by college staff. The list is not exhaustive and other instances of malpractice may be considered by the College at its discretion:

4.2.1. Assisting students in the production of work for assessment including through the misuse of AI tools, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves college staff producing work for the student.

4.2.2. Producing falsified witness statements, for example for evidence the student has not generated.

4.2.3. Allowing evidence, which is known by the staff member not to be the student's own, to be included in a student's assignment/task/portfolio/coursework

4.2.4. Misusing the conditions for special student requirements, for example where students 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

4.2.5. Failing to keep student computer files secure

4.2.6. Falsifying records/certificates, for example by alteration, substitution, or by fraud

4.2.7. Fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of assessment

4.2.8. Failing to keep assessment/examination/test papers secure prior to the assessment/examination/test

4.2.9. Obtaining unauthorised access to assessment/examination/test material prior to an assessment/examination/test

5. Dealing with malpractice

5.1. It is the responsibility of the Head of Centre , or a suitable nominee, to carry out an investigation into allegations of malpractice. Investigation into suspected malpractice against the Head of Centre / member of the Executive Leadership Team / Vice Principal Quality will normally be conducted by the Chair of the Governing Body of the College, or an appointed

nominee. The alleged incident must be reported to the Head of Centre, copying in the Vice Principal of Quality at the earliest opportunity. Full cooperation from the College's staff will be expected.

5.2 It is the responsibility of the line manager of the individual reporting the suspected malpractice to consider if the issue raised constitutes malpractice or would be better raised through another process, i.e. Raise and Resolve or via the Grievance process. If the line manager believes that there is sufficient grounds to investigate malpractice they will immediately contact the Head of Centre or suitable nominee.

5.3. If the Head of Centre discovers or suspects anyone of malpractice, they, or a suitable nominee must make the accused individual fully aware in writing via email at the earliest opportunity of that this allegation of malpractice is being investigated. This should describe the nature of the alleged malpractice as well as ~~and of~~ the possible consequences should malpractice be proven. The Head of Centre or suitable nominee will allocate an appropriate investigating officer and notify the appropriate awarding organisation (if relevant).

5.4 The College must give the accused individual the opportunity to be interviewed by the allocated investigating officer and provide a written statement relating to the allegations made within a specified timeframe. The College must also inform anyone accused of malpractice of the avenues for appealing should a judgment be made against them.

5.5. The Head of Centre or suitable nominee reserves the right to access any documents held by college staff in relation to alleged malpractice. Where members of staff are found to have committed malpractice, a report will be prepared by the Head of Centre, or a suitable nominee, which should also include details of the action taken by the Principal or the Governing Body. It may be necessary during this process to notify the funding authorities or the regulatory authorities. The College reserves the right to notify the police in some serious cases of malpractice.

5.6 The attached [flowchart](#) details the reporting process

6. Penalties applied by the college

6.1. Where malpractice by a member of staff is proven it will be dealt with under the [disciplinary policy](#).

6.2. Where malpractice by a member of staff is not proven, but where the occupational competency of that member of staff is called into question, the College reserves the right to implement additional training, support and/or monitoring measures, in line with the College's Capability procedure.

7. Appeals

7.1. The College has established procedures for staff that are considering appeals against penalties and sanctions arising from malpractice.

7.2 The appeal process can be found in section 13 - Appeal against Disciplinary Sanctions of the [Disciplinary Policy \(Staff\)](#).

8. References

JCQ Suspected Malpractice Policies and Procedures	JCQ Malpractice
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