Teitl: Title:	Student Malpractice Policy	
Fersiwn: Version	1	
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:	*Link to Doc*
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:	VP Quality		
Ymgynghoriad / Consultation:	Head of Centre Examinations Manager		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group		*Enw'r Grŵp a'r Dyddiad /* *Name of group & date*
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:		*06/03/24*
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	-
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	-
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	-
	Corff Llywodraethu / Governing Body:		-
Dyddiad Adolygu: Review Date:	*06/03/27*		

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1. Introduction

1.1. Coleg Cambria is committed to the highest standards of quality, honesty, integrity and accountability. In order to uphold these standards, it is therefore essential that staff and students understand what malpractice is, and the impact this can have on the reputation of the College and the integrity of the qualifications it delivers on behalf of its Awarding Organisations.

1.2. Coleg Cambria is fully committed to the regulations set out by the **Joint Council for Qualifications (JCQ)** and its Awarding bodies to ensure the integrity of qualifications. The College will ensure that appropriate action will be taken in cases of suspected malpractice. The College will investigate and report all allegations of malpractice or suspected malpractice to the Awarding Organisation, cooperate with any subsequent investigations and take action as required. The College may, where cases of suspected malpractice are proven, take appropriate action, which could include disciplinary measures.

2. Purpose

2.1. This Policy will ensure that:

2.1.1. Students and staff are aware of what constitutes candidate malpractice and plagiarism for examined and non-examined assessments

2.1.2. Students and staff are aware of the use of Artificial Intelligence (AI) and its impact on malpractice and plagiarism

2.1.3. Students are aware of how to avoid committing malpractice and plagiarism

2.1.4. Students are aware of the actions that will be taken where malpractice and plagiarism is discovered.

3. Malpractice

3.1. '**Malpractice**' is defined as a failure to follow the rules of an examination or assessment. It may occur in order to gain an unfair advantage, but could also occur due to a lack of awareness.

3.2. '**Candidate malpractice**' means malpractice by a candidate in connection with any examination or assessment. This could occur when students are:

    3.2.1. preparing and authenticating any controlled assessments, coursework or non-examination assessments;

    3.2.2. presenting any practical work;

    3.2.3. compiling portfolios of assessment evidence;

    3.2.4. taking part in examinations or external assessments.

3.3. Examples of **candidate malpractice** would include, but is not limited to:

    3.3.1. Submitting work which is not their own;

    3.3.2. Lending work to other candidates or allow other candidates to copy their work (this would include posting work on social media);

    3.3.3. Allowing other candidates to have access to their own independently sourced material;

    3.3.4. Assisting other candidates to produce work;

    3.3.5. Using books, the internet, Artificial Intelligence (AI) or other sources without acknowledgement or attribution (plagiarism);

    3.3.6. Submitting work that has been word processed by a third party without acknowledgement;

    3.3.7. Submitting inappropriate, offensive or obscene material;

    3.3.8. Making a false declaration of authenticity in relation to the contents of a portfolio or coursework;

    3.3.9. Deliberate destruction of another's work;

    3.3.10. Impersonation: 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, test or examination;

    3.3.11. Introduction and/or use of unauthorised material or instruments in the examination room or assessment session, e.g. study guides, notes, mobile phones, tablets or other similar electronic devices.;

    3.3.12. Attempting to communicate with other students during an examination;

    3.3.13. Misuse or attempted misuse of examination/assessment material;

    3.3.14. Using or distributing leaked examination materials;

    3.3.15. Rude or disruptive behaviour during an examination;

    3.3.16. Failure to abide by instructions or advice given by an assessor, supervisor, invigilator, or Awarding Body conditions in relation to an assessment, test or examination.

3.4. **Plagiarism** is a form of malpractice and is defined as "unacknowledged copying from or reproduction of published sources or incomplete referencing". Plagiarism is presenting and passing off the ideas, work or words of others as the learner's own, whether as a whole or part(s). This can include artwork, graphics, images, words, computer generated work (including AI or Internet sources), whether published or not, with or without the originator's permission and without acknowledging the source.

    3.4.1. Plagiarism would include:

        3.4.1.1. copying from another learner;

        3.4.1.2. copying from books or the internet;

        3.4.1.3. using Artificial Intelligence tools to complete assessments or parts thereof;

3.4.1.4. paraphrasing;
3.4.1.5. subcontracting the work to someone else;
3.4.1.6. submitting the same piece of work for two different purposes;
3.4.1.7. not acknowledging sources of information, including the use of AI tools;
3.4.1.8. not including or not fully including all references and/or a bibliography with submitted work.

4. Use of Artificial Intelligence (AI)

4.1. Students must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and isn't copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work.

4.2. Students who misuse AI such that the work they submit for assessment is not their own will have committed malpractice, in accordance with JCQ regulations, and may attract severe sanctions.

4.3. Examples of AI misuse include, but are not limited to, the following:
   4.3.1. Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own;
   4.3.2. Copying or paraphrasing whole responses of AI-generated content;
   4.3.3. Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations;
   4.3.4. Failing to acknowledge use of AI tools when they have been used as a source of information;
   4.3.5. Incomplete or poor acknowledgement of AI tools;
   4.3.6. Submitting work with intentionally incomplete or misleading references or bibliographies.

4.4. Students must make sure that work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student and they must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore will not be rewarded.

4.5. Tutors and assessors must only accept work for assessment which they consider to be the students' own. Where there are doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action.

5. Avoiding malpractice

5.1. Examinations
   5.1.1. Candidates will be issued with instructions regarding the rules and regulations of written examinations, when they receive their timetables. These regulations are also displayed outside of the exam rooms. Students must make sure that they read and understand these regulations, and follow the instructions of the invigilator during the examination.

   5.1.2. Prior to any exam commencing, the invigilator will read out the exam regulations. Students must ensure that they pay attention to the invigilator and follow the instructions given. Invigilators will ensure that latecomers are made aware of the regulations prior to admitting them to the exam room.

   5.1.3. For further information please refer to the **College's Exams Policy**.

5.2. Non-examined assessments

5.2.1. For non-examined assessments each student must sign a declaration to confirm that the work he/she submits for final assessment is his/her own unaided work.

5.2.2. All supervisors must sign the declaration of authentication after the work has been completed confirming that:
5.2.2.1. the work is solely that of the candidate concerned;
5.2.2.2. the work was completed under the required conditions;
5.2.2.3. signed candidate declarations are kept on file.

5.2.3. For further information please refer to the **College's Non-Examination Assessment Policy**.

5.3. In order to prevent **<u>plagiarism</u>** tutors and assessors will ensure that students:

5.3.1. Understand the meaning of plagiarism and what sanctions may be applied;
5.3.2. Understand the importance of producing work which is their own;
5.3.3. Understand what is and what is not acceptable in respect of plagiarism and the use of sources, including the use of websites;
5.3.4. Understand risks of using AI, how to acknowledge its use and what constitutes malpractice;
5.3.5. Understand how to provide details of any books, web pages or other sources from which they are quoting or paraphrasing;
5.3.6. Understand the use of quotation marks when sources are quoted directly (a suggested guideline for the need to put items in quotation marks would be the use of more than six words in unchanged form);
5.3.7. Where appropriate, are given time for sufficient work to be done in class under direct supervision to allow the teacher to authenticate each candidate's whole work with confidence;
5.3.8. Do not submit the work of another candidate from a previous examination as their own work in the current examination;
5.3.9. Understand that work that is suspected of plagiarism will not be accepted or marked without further investigation.
5.3.10. For further information, please refer to the College's **Plagiarism Policy**.

6. Reporting and investigating suspected malpractice

6.1. Suspected malpractice can be reported to the college by anyone by emailing exams@cambria.ac.uk.

6.2. Invigilators will report any instances of suspected candidate malpractice during examinations immediately to the Examinations Manager / Team leader and include a report of the incident in the Invigilation report.

6.3. Tutors and assessors will report any instances of suspected candidate malpractice for non-examined assessments to the Examinations Manager.

6.4. The Examinations Manager will follow the relevant Awarding Organisation procedure in order to report suspected candidate malpractice and inform the VP Quality, Head of Centre and relevant Manager, when doing so.

6.5. The Head of Centre in consultation with relevant Managers and the VP Quality is responsible for investigating suspected malpractice. This will include providing the candidate with an opportunity to provide a statement. The College will cooperate with the Awarding Organisation to ensure any further investigations are carried out, as well as applying any sanctions, should these arise.

7. Sanctions

7.1. If malpractice is proven, the Awarding Organisation may apply a number of sanctions, depending on the severity of the case. These could range from a verbal warning, disqualification from the qualification or examination, to being barred from entering examinations or taking qualifications for a set period of time. For further information please refer to the **JCQ Suspected Malpractice Policies and Procedures**.

7.2. The College will cooperate with the Awarding Organisation to apply any sanctions awarded, and may also take further disciplinary action against the student. For further information, please refer to the **Student Disciplinary Policy**.

7.3. Students will have the right to appeal against any sanctions applied. For further information please refer to the Policies above.

8. Further information for candidates

JCQ Information for candidates - Coursework	Information for candidates documents - JCQ Joint Council for Qualifications
JCQ Information for candidates - Non-examination assessments	
JCQ Information for candidates - On-screen tests	
JCQ Information for candidates - Written exams	
JCQ Information for candidates - Social Media	

9. References

JCQ Suspected Malpractice Policies and Procedures	Suspected Malpractice Policies and Procedures
JCQ Guidance - AI Use in assessments: Protecting the integrity of Qualifications	AI Use in Assessments: Protecting the Integrity of Qualifications - JCQ Joint Council for Qualifications
JCQ Guidance - Plagiarism in Assessments	Plagiarism in Assessments - JCQ Joint Council for Qualifications
Pearson: BTEC Centre Guide to Plagiarism	BTEC Centre Guide to Plagiarism | Pearson qualifications