



Specialist Care Divisions

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|-------------------------|-------------------------|
| ✧ Schools | ✧ Autism |
| ✧ Brain Injuries | ✧ Care of the Elderly |
| ✧ Learning Disabilities | ✧ Physical Disabilities |
| ✧ Children Services | ✧ Custodial Care |

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Assessment Malpractice/Maladministration Policy

Aim:

- to respond to any incident of alleged malpractice/maladministration promptly and objectively
- to standardise and record any investigation of malpractice/maladministration to ensure openness and fairness.
- to impose appropriate penalties and/or sanctions on Candidates or staff where Incidents (or attempted incidents) of malpractice/maladministration are proven.
- to protect the integrity of NVQ Academy and the relevant Awarding Body's qualifications.

In order to do this NVQ Academy will:

- seek to avoid potential malpractice/maladministration by ensuring Candidates and Assessors are aware of and sign to say they understand NVQ Academy's policy on malpractice/maladministration and the penalties for attempted and actual incidents of malpractice/maladministration
- show Candidates the appropriate formats to record cited texts and other materials or information sources*
- ask Candidates to declare that their work is their own
- conduct an investigation of the malpractice/maladministration allegation.

An investigation will be supported by the Academy Director and all personnel linked to the allegation. It will proceed through the following stages:

1. The individual will be made fully aware at the earliest opportunity of the nature of the alleged malpractice/maladministration and reminded of the possible consequences should malpractice/maladministration be proven
2. S/he will be given the opportunity to respond to the allegations made
3. S/he will be reminded of the avenues for appealing against any judgment made
4. All stages of any investigation will be fully documented at all times (copies to all parties).

Where malpractice is proven NVQ Academy will apply the following penalties / sanctions:

1. All evidence will be invalidated – and removed from the candidate.
2. S/he will be issued with a first or final warning and given the opportunity to resubmit evidence in cases of minor plagiarism or minor indiscretion.
3. Should blatant malpractice be proven – the Award will cease and a report submitted the relevant Awarding Body. (See definitions on page 2).

* It is perfectly acceptable to copy or quote articles/policies/legal documents etc. from the Internet, books and other external sources. In such cases the Candidate must clearly cite the original source and/or author - and in the case of extracts quotation marks must be used. To be used as evidence the Candidate must include a recorded account of how the article affects her/his actual work practice.

Candidate and Assessor to Sign to acknowledge that they understand the Malpractice/Maladministration Policy as above.

Signed: Candidate

Date:

Print Name:

Signed: Assessor

Date:

Print Name:

Definition of Malpractice by Candidates

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

- plagiarism of any nature
- collusion by working collaboratively with other Candidates to produce work that is submitted as an individual Candidate 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/examination/test.

Definition of Malpractice by Centre Staff

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

- improper assistance to candidates
- inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- failure to keep candidate coursework/portfolios of evidence secure
- fraudulent claims for certificates
- inappropriate retention of certificates
- assisting Candidates 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 for the learner
- producing falsified witness statements, for example for evidence the Candidate has not generated
- allowing evidence, which is known by the staff member not to be the Candidate's own, to be included in a Candidate's assignment/task/portfolio/coursework
- facilitating and allowing impersonation
- misusing the conditions for special Candidate requirements, for example where Candidates 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 Candidate completing all the requirements of assessment.

Definition of Maladministration

Maladministration is essentially any activity or practice which results in non-compliance with administrative regulations and requirements and includes the application of persistent mistakes or poor administration.

Candidate and Assessor to Sign to acknowledge that they read the Definitions of Malpractice/Maladministration as above.

Signed: Candidate

Date:

Print Name:

Signed: Assessor

Date:

Print Name: