



ETC International College

Malpractice, Maladministration and Plagiarism Policy

May 2020

Contents:

1.0	Scope and Purpose	1
2.0	Definitions	1
3.0	Examples	2
4.0	Responsibilities	2
5.0	Preventative Measures	3
6.0	Investigation for Internal Assessment	3
7.0	Potential Consequences	4
8.0	Reporting	4
9.0	Reporting to Pearson	4
10.0	Associated Documents	5

1.0 Scope and Purpose:

- 1.1 This policy applies to all our further and higher education qualifications delivered by ETC International College (ETC).
- 1.2 The policy is for all staff and students to read to reduce the risk of malpractice, maladministration and plagiarism. This policy is featured in both student and staff handbooks.
- 1.3 ETC takes malpractice, maladministration and plagiarism seriously from the perspective of both students and staff. The purpose of this policy is to define instances, describe how ETC endeavours to reduce risk and possible consequences of occurrence.
- 1.4 To protect the integrity of ETC International College (ETC) and the awarding organisations of the qualifications they offer.

2.0 Definitions

- 2.1 Malpractice is any deliberate act or neglect that compromises the process of assessment, the validity of a result or the integrity of a qualification.
- 2.2 Maladministration is deliberate incorrect or neglect of administration or recording of information that may compromise the process of enrolment, validity of a result or the integrity of a qualification.
- 2.3 Plagiarism is attempting to pass off other people's work and ideas as one's own.
- 2.4 Pearson defines an Adverse Effect as:
 - "situations in which learners are disadvantaged; an awarding organisation is unable to develop, deliver or award its qualifications appropriately; the standards of an awarding organisation's qualifications are adversely affected; or a public confidence in qualifications is undermined."

3.0 Examples

3.1 Examples of malpractice include, but are not limited to:

- Plagiarism or cheating by the learner
- Cheating by staff, including giving learners unfair advantage
- Deliberately failing to carry out internal assessment in accordance with the FEHE Fair Assessment Policy
- A persistent neglect of administration duties
- Fabrication of or tampering with results
- Taking an examination for someone else
- Staff assisting students in the production of assessed work where the assistance may influence the assessment of the work
- Staff producing falsified witness statements for students
- Deliberate destruction or damaging of another student's work.

3.2 Examples of maladministration include, but are not limited to:

- Deliberate administration errors
- Neglecting necessary administration
- Forgery of certificates and assessment reports
- Failing to sign the authenticity statement
- Incorrect marking, which does not adhere to the FEHE Fair Assessment Policy
- Failure to keep student's work and evidence secure
- Failure to provide assessment records to awarding organisations
- The forgery of documents by students.

3.3 Examples of plagiarism include:

- Failing to reference other's work or opinions
- Collusion; where a student offers their own work to another student to pass as their own
- Copying another student's work and claiming it as their own
- Cases of 'contract cheating' where a student contracts a third party to produce their work and submits it as their own.

4.0 Responsibilities

4.1 Students are responsible for ensuring their work is their own and that any work or opinions of others is acknowledged and correctly referenced using the Harvard Referencing system. Students should also ensure they do not carry out any form of cheating to gain unfair advantage.

4.2 Internal assessors are responsible for checking the validity and authenticity of learners' internally assessed work.

4.3 Internal verifiers are responsible for checking that necessary checks have been carried out when assessing work.

4.4 The Lead Internal Quality Assurer is responsible for ensuring that measures have been adopted to prevent and identify learner malpractice. They must inform awarding organisations of any cases or suspected cases of malpractice, maladministration or plagiarism.

5.0 Preventative Measures

- 5.1 To prevent the risk of malpractice, maladministration and plagiarism from occurring, ETC will:
- Explain at induction what is meant by malpractice, maladministration and plagiarism and how it will be monitored and policed.
 - Include this policy in student and staff handbooks.
 - Explain, at an early stage of the course, the concepts of individual ownership of ideas and words, the ownership of electronic material and the difference between 'intellectual property' and 'common knowledge'.
 - Provide instruction in study skills, research skills, writing skills, time management skills and the use of a suitable referencing system to record and cite sources correctly.
 - Insist upon the use of referencing bibliographies from the start of the course.
 - Act as a team, with every Assessor rigorously applying centre policies on referencing and bibliographies.
 - Avoid the use of highly generic assignments and, instead, produce contextualised tasks that require the learner to research in depth and individually analyse and evaluate their findings.
 - Include an authenticity statement with every assignment brief: learners must sign and date the authenticity statement to acknowledge that the work produced is their own and that they understand the penalties that will be imposed on learners who submit plagiarised work (to be emailed and/or uploaded as necessary).
 - Provide learners with opportunities to discuss any problems they may encounter, support them at each step and provide them with the resources they need to do the work properly.
 - Ensure that learners are not overloaded by providing them with an assessment schedule, agreed by all of the course team, and then ensure that the team adheres to the schedule.
 - Ensure staff model behaviour and set an example to the students, showing integrity and professionalism, including citing sources in lectures and resources.
 - Provide an online portal (Turnitin) for submitting work for assessors to conduct an electronic anti-plagiarism check and also check sources cited.
 - Discourage students from sharing digital copies of their work with others.
 - Check the identity of learners before they take an examination.
 - Provide individual accounts on internal computers for students, to prevent access to others' work.
 - Provide periods of supervised sessions where students produce evidence for their assessed work.
 - Invite students for vivas to check their understanding of the work.

6.0 Investigation for Internal Assessment

- 6.1 When a case of malpractice, maladministration or plagiarism is suspected ETC will form an investigation, which will usually be carried out by the Head of FEHE, the Principle or an independent senior member of staff.
- 6.2 The individual(s) will be made fully aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice, which will detail the rights of the individual, including the right to appeal with details of the Appeals Procedure and of the possible consequences should malpractice / maladministration / plagiarism be proven.
- 6.3 The individual(s) will be notified of third parties that we may need to pass information to, for example regulators, relevant awarding organisations and police.
- 6.4 The individual(s) will be given the opportunity to respond, seek advice and / or write a written statement, if they wish to.
- 6.5 If an allegation is made toward an assessor, their duties of assessor will pause whilst the investigation is carried out.

- 6.6 Staff and / or students involved in suspected malpractice / maladministration / plagiarism will be interviewed in line with the College's policies and procedures.
- 6.7 ETC will consider the need for a parent / guardian, representative or centre staff to be present for students under the age of 18 and vulnerable adults.
- 6.8 The investigation shall be documented and sent to the relevant awarding organisation by the Lead Internal Quality Assurer.
- 6.9 Information will be recorded and retained in line with the College's Data Protection Policy.
- 6.10 For proven cases involving a student the Student Disciplinary Procedure will take effect.

7.0 Potential Consequences

- 7.1 Proven malpractice, maladministration or persistent plagiarism may result in the following actions:
 - Verbal warning and extra lessons to improve understanding (if the first offence was in the first term of the first year) to improve understanding. The assessment may be failed and a resubmission requested following the resubmission procedure.
 - Written warnings
 - Failure of that assessment
 - Failure of a unit
 - Modification of results / certificates
 - Expulsion from the course
 - Recalling or invalidating certificates already issued.
- 7.2 For cases involving staff the Principle will decide whether or not it is necessary to implement the Staff Disciplinary Procedure.

8.0 Reporting

- 8.1 Reporting to awarding bodies will be done by the Lead Internal Quality Assurer.
- 8.2 ETC will report any of the following to the relevant awarding organisation:
 - Malpractice or attempted malpractice by centre staff;
 - maladministration by centre staff; and
 - malpractice or attempted malpractice by learners in relation to externally assessed units.

9.0 Reporting to Pearson

- 9.1 For qualifications accredited by Pearson incidents shall be reported using the following details:
 - Learner malpractice: candidatemalpractice@pearson.com
 - Centre/centre staff malpractice or maladministration: pqsmalpractice@pearson.com
- 9.2 If malpractice relating to internally assessed units has occurred after certificates have been issued, ETC will immediately contact the relevant awarding organisation. For qualifications accredited by Pearson ETC shall contact the Investigations team by emailing: pqsmalpractice@pearson.com
- 9.3 Where learners are suspected of malpractice in relation to externally assessed units of vocational qualifications (such as examinations within BTEC NQF), the Lead Internal Quality Assurer will inform Pearson at the earliest opportunity by completing a [JCQ Form M1](#), and submitting this and all supporting documentation to: candidatemalpractice@pearson.com.
- 9.4 Where there is suspected malpractice by centre staff the Lead Internal Quality Assurer will inform the awarding organisation before any investigation is undertaken. For qualifications accredited by Pearson a [JCQ Form M2\(a\)](#) will be completed and submitted with supporting documentation to: pqsmalpractice@pearson.com

9.5 ETC will support awarding organisations with any investigation they require to carry out regarding malpractice, maladministration and plagiarism from either centre staff or students.

10.0 Associated Documents

- FEHE Fair Assessment Policy
- Appeals Procedure
- Staff Disciplinary Procedure
- Student Disciplinary Procedure

Version: 1

Approved by:

Date of approval:

Next date to be approved: