

Malpractice, Maladministration and Plagiarism Policy

Policy creator: Tracey Costello

Policy reviewed: 01/11/2025

Centre Name	Cambian Wing College
Centre Number	55108
Date procedure first created	14/05/2021
Current procedure reviewed by	Magdalena Lawrence
Current procedure approved by	Cassandra Pollitt
Date of next review	30/11/2026

Key staff involved in the policy

Role	Name
Exams Officer	Tracey Costello
Senior Leader(s)	Magdalena Lawrence
Head of Centre	Cassandra Pollitt
Other staff (if applicable)	Not Applicable

The following policy is applicable to both candidates and staff associated with accredited provision at Cambian Wing College (The College).

Malpractice, which includes maladministration, is defined as ‘a deliberate act, default or practice to deceive or falsify records in order to obtain a qualification, result or certificate’. Committing malpractice breaches regulations set by awarding organisations thus compromising the integrity of the assessment and damaging the authority, reputation and credibility of awarding organisations and the training provider.

Maladministration is defined as an ‘act of inefficient or dishonest administration in situation where the individual or group in charge is unjust, dishonest, or ineffective in their leadership’.

Cambian Wing College is committed to investigate and report all suspected cases of malpractice to the awarding organisation in all cases that fail to abide by regulations that may constitute

malpractice, and take appropriate action in order to maintain the integrity and validity of awards and our reputation and image as a trustworthy and reliable training provider.

Cambian Wing College will not tolerate actions (or attempted actions) of malpractice or maladministration. The Malpractice, Maladministration and Plagiarism Policy exists to enable the College to work with awarding organisations to reduce instances of malpractice through effective detection of irregularities, and by imposing appropriate penalties and sanctions.

Examples of learner malpractice (the list is not exhaustive):

1. Plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, whether published or not, with or without the originator's permission and without appropriately acknowledging the source.
2. Making a false declaration of authenticity in work submitted for internal or external assessment.
3. Collusion by working with others to produce work that is submitted as individual work. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but individual roles must be clearly identified.
4. Impersonation in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.
5. Failing to abide by the instructions or advice of a trainer/assessor or an invigilator or the awarding organisation's rules and regulations.
6. Cheating to gain an unfair advantage, the alteration of any results document, including certificates.

Examples of staff malpractice (the list is not exhaustive):

1. Failing to keep an awarding organisation mark schemes secure, alteration of any mark schemes or grading; producing falsified witness statements, for example, for evidence a learner has not generated.
2. Assisting learners in the production of work for an assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves the assessor or trainer producing work for the learner.
3. Allowing evidence that is known not to be the learner's own, to be included for internal or external assessment.
4. Falsifying records/certificates.
5. Facilitating and allowing impersonation.
6. Misusing the conditions for special learner requirements/access arrangements, for example where learners are permitted support, such as a scribe, this is permissible up to the point where the support has the potential to influence the outcome of the assessment;
7. Fraudulent certificate claims.
8. Failing to keep assessments/examination/test papers secure prior to the assessment/examination/test.
9. Entering fictitious candidates for examinations or assessments, or otherwise subverting the assessment or certification process with the intention of financial gain (fraud).
10. Inventing or changing marks for internally assessed components where there is no actual evidence of the candidates' achievement to justify the marks awarded.
11. Fabricating assessment and/or internal quality assurance records or authentication statements.

Staff and learners will be informed of the Malpractice, Maladministration and Plagiarism Policy regarding via induction processes and website.

Cambian Wing College will take positive steps to prevent and reduce instances of malpractice by:

1. Showing learners the appropriate formats to record cited texts and other materials or information sources including websites.
2. Introducing procedures for assessing work in a way that reduces or identifies malpractice
 - Effective internal quality assurance
 - Identifying periods of supervised study where assessment evidence is produced by learners, as required
 - Altering assessment assignments/tasks/tools on a regular basis
 - Using oral questions with learners to ascertain their understanding and verify their evidence.

Malpractice Procedure

All cases of suspected or confirmed malpractice must be reported to the awarding organisation. Failure to do so constitutes malpractice in itself. The Head of Centre in conjunction with the Senior Leader and the examinations Officer are responsible for investigating and reporting all cases of suspected or actual malpractice to the awarding organisation and conducting a full and thorough investigation.

- Any incident of student or staff malpractice will be reported to the awarding body immediately by phone or e-mail. This would then be followed by a written report within 48 hours. The College will conduct an investigation into the reported incident immediately.
- The College will inform the candidate and/or member of staff of the accusations made against them in writing or at a formal meeting within 48 hours. This communication will convey what evidence there is to support any allegations made against them and the consequences if the investigations prove the allegation. The individual(s) involved in the alleged malpractice will be given the opportunity to respond in writing to the allegations made. They will also be informed of the appeal process and possible penalties or sanctions if allegation upheld.
- All meetings will be minuted.
- Confidentiality of this information will be maintained at all times. Information gathered will not be shared with third parties.
- Once information has been gathered and the investigation concluded, the College will report back to the awarding body and seek guidance on how to proceed.
- The associated awarding body would make the ultimate decision in relation to the case.
- In instances where the associated awarding body have ruled that a candidate has acted/behaved in such a way as to be categorised as malpractice, the College will then use its discretionary powers to determine the future of that candidate at the College and whether there is any possibility of them continuing to study at the centre. This process will involve consultation with the awarding body and will be informed by any 'Guidance for Training Providers' documents that they produce.

Examination Protocols

The College will work vigilantly to prevent malpractice in exams.

- The arrangement of workstations will be in accordance with the number of candidates sitting the exam during that sitting, with the invigilators desk positioned in such a way as to guarantee/facilitate detection of unauthorised activities from candidates.
- In the case of computer-based assessments, each work station will be at least 1.25 metres apart from another workstation (depending on room layout), the basis for this measurement being the nearest outer edge of one screen to the next. In any configuration of workstations, it will be guaranteed that no candidate's work can be overseen by others.
- Invigilators will have been internally trained in advance of any exam they invigilate.
- Invigilators will fully communicate all guidance notes from the awarding body's assessment protocols and the awarding body's terms and conditions on exam protocol to all candidates before commencement of any exam to ensure all candidates are absolutely clear of expectations/requirements/regulations at the outset.
- Invigilators will guarantee that candidates do not have mobile phones or any external devices at their work stations.
- Invigilators will ensure that no unauthorised notes are brought to the candidate's work station
- All requirements stipulated by the relevant award bodies and The JCQ will be observed.

PLAGIARISM POLICY

What is plagiarism?

Plagiarism is a form of cheating. It has been described as “a practice that involves knowingly taking and using another person's work and claiming it, directly or indirectly, as your own”. This definition covers a range of degrees of seriousness and intent. In its worst case it involves conscious deception where a student knowingly copies someone else's work and attempts to pass it off as their own without acknowledging the source. Alternatively, it could be an outcome of laziness or ignorance – that a student does not yet understand that this is not acceptable practice. There is a clear difference of intent between poor referencing of a quotation and the deliberate passing off of an entire piece of work or elements of it with the intention of obtaining a qualification unfairly. It should be noted, however, that whatever the intent, plagiarism presents a problem when it interferes with the accurate assessment of a student's ability – it subverts the purpose of assessment. Plagiarism can also be seen as a breach of trust between lecturers and their students, and between society and its members, and as such issues relating to plagiarism are matters of citizenship, integrity, and fairness.

An overview

Cambian Wing College has an obligation to assessment bodies, its students, employers and society in general to ensure that the qualifications its students receive are a fair and accurate representation of their work, and of the knowledge and skills attained. Plagiarism, and other forms of cheating, undermines the skills attained. Plagiarism, and other forms of cheating, undermines the value of qualifications for all concerned because they undermine their credibility. If a student passes an assessment, or gets a qualification, by unfair means then this is unfair to those who have achieved the same qualification fairly.

For these reasons the College will take all appropriate measures to ensure that student work is in fact their own, and that plagiarism and other forms of cheating have not taken place. Where plagiarism is detected the College will view it very seriously. All allegations of plagiarism will lead to a full investigation which, where relevant, will follow the guidance of the relevant awarding body. If a student feels he/she has been wrongly accused of plagiarism, they should be referred to the Complaints and Appeals Procedure.

College policy

Cambian Wing College is committed to the detection of plagiarism and to taking appropriate measures when it is detected including:

- the implementation of electronic means of plagiarism detection where available
- the training of its staff in plagiarism prevention and detection
- informing its students of the College position on plagiarism and of the methods being used to aid detection
- engendering in its students an ethos of fairness and appropriate reward or effort expended
 - the promotion of effective assessment design and assessment practice
 - ensuring that students are properly instructed in what constitutes fair practice and appropriate referencing
- taking disciplinary action as appropriate where required

The use of plagiarism detection systems

The development of digital technologies and the Internet has both exacerbated the problems of plagiarism (copying is now extremely easy, and potential sources easily available). The College is committed to the use of appropriate technologies to support its staff in the detection of plagiarism. As part of its approach to the detection of plagiarism the College may utilise software to detect plagiarism. This software uses an extensive databases of material from a range of sources, including the work of other students, in order to detect when the material submitted by a student has been copied from another source.

While this system is very powerful, and provides an aid to the judgement of College staff, it should not be seen as a substitute for that judgement. The responsibility for judging whether plagiarism has taken place remains with teaching staff.

By enrolling at the College students agree to the submission of their work to be scrutinised by College staff. Further they agree to the following:

- The transfer of their College course work and data relating to this work outside the EU for purposes of plagiarism detection
- The transfer of work submitted for assessment to third parties for the purpose of present and future plagiarism detection
- The processing of such work and related data for the purposes of plagiarism detection and the provision of information to the College relating to this work
- The future use and storage of this material in order to facilitate the work of the Plagiarism detection service

The above will be carried out only for the purpose of plagiarism detection, and will involve:

- (i) Comparison with other works, published or unpublished, either on the internet or in some other electronic form
- (ii) Comparison with works previously submitted by students for purposes of assessment and maintained on the databases of the third party supplier of plagiarism detection services
- (iii) Addition of the work submitted to the above databases for purposes of future plagiarism detection

Under the Data Protection Act students have a number of rights which are described in the College Data Protection Policy. Plagiarism detection will be implemented in line with this policy, and with the provisions of the Act.

Responsibilities

It is the responsibility of all students and staff to ensure that student work submitted for purposes of assessment, especially purposes of summative assessment, is in fact their own work. The following details the specific responsibilities of students and various members of staff.

Students:

It is the responsibility of students:

- To ensure that work submitted for purposes of assessment is their own
- To ensure that the words and arguments of others are appropriately cited and referenced using an accepted referencing system such as the Harvard referencing system

Students must not simply copy materials from other students, past or present, from written sources, from the Internet, or from any other source whether this is through cutting and pasting, rewriting or by any other means. Changing a few words within a copied piece of text does not render this original and still counts as plagiarism. In short, work submitted by students must be their own unless it is specifically indicated within the text through appropriate referencing that this is not the case.

Teaching staff/ College technical support staff:

It is the responsibility of teaching staff:

- To stress to their students the unethical nature of plagiarism
- To make clear to students the College's policy on plagiarism and the consequences if they fail to comply
- To ensure that students have the knowledge and skills required to enable them to cite and reference appropriately
- To report any concerns to the line manager
- Technical support staff will ensure that appropriate technical means of plagiarism detection are effectively implemented and maintained
- Provide statistics on usage for purposes of self-evaluation and the effective management of contracts relating to plagiarism detection between the College and third party providers
- Ensure effective integration between plagiarism detection software and services and other College systems such as the Virtual Learning Environment

- Report any instances where the suspected plagiarism has taken place or is likely to arise

In all cases Cambian Wing College will act to protect the integrity of the assessment process and will take action to report concerns to the relevant award bodies as required.

Policy amendment

This policy may only be amended or withdrawn by Cambian Wing College.

This Policy has been approved by the Cambian Wing College:

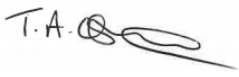
Head of College

Signed:  Name: Cassandra Pollitt Date: 01/11/2025

Head of Education

Signed:  Name: Magdalena Lawrence Date: 01/11/2025

Examinations Officer

Signed:  Name: Tracey Costello Date: 01/11/2025

Please note that a signed copy of this agreement is available from the Examinations Officer.