



<b>Teitl:</b> <b>Title:</b>	Assessment Malpractice Policy
<b>Fersiwn:</b> <b>Version</b>	2
<b>I bwy mae'r Polisi hwn yn berthnasol?</b> <b>Who does this Policy Relate to?</b>	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:	<a href="#">Assessment Malpractice Policy Stage 1 EIA</a>
<i>Effaith ar yr Iaith Gymraeg</i>  <i>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.</i>	<i>Welsh Language Impact</i>  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

<b>Perchennog y Ddogfen:</b> <b>Document Owner:</b>	<i>Vice Principal - Quality</i>		
<b>Ymgynghoriad / Consultation:</b>	<i>Via Quality team.</i>		
<b>Dyddiad cymeradwyo / Date Approved</b>	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	<i>N/A</i>	
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:	<i>Comms &amp; Culture Committee 04/05/22</i>	
	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:	-		
<b>Dyddiad Adolygu:</b> <b>Review Date:</b>	04/05/25		

## 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 assessors.
- 1.2. The College may impose penalties and/or disciplinary action on assessors 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 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.

## 3. Introduction

- 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 HR Department is required to inform college staff of their rights and responsibilities, whereas learners must be informed of their rights and responsibilities by curriculum staff.

## 4. College staff malpractice

- 4.1. The following are examples of malpractice by college staff. The list is not exhaustive and other instances of malpractice may be considered by the College at its discretion:
  - 4.1.1. Assisting students 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 college staff producing work for the student.
  - 4.1.2. Producing falsified witness statements, for example for evidence the student has not generated.
  - 4.1.3. 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
  - 4.1.4. 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
- 4.1.5. Failing to keep student computer files secure
- 4.1.6. Falsifying records/certificates, for example by alteration, substitution, or by fraud
- 4.1.7. Fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of assessment
- 4.1.8. Failing to keep assessment/examination/test papers secure prior to the assessment/examination/test
- 4.1.9. 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 Principal, or a suitable nominee, to carry out an investigation into allegations of malpractice. Investigation into alleged malpractice against the Principal 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 Principal at the earliest opportunity. Full co-operation from the College's staff will be expected.
- 5.2. If the Principal discovers or suspects anyone of malpractice, they must make the accused fully aware in writing at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven. If a member of staff is accusing anyone of malpractice, the College must give the accused the opportunity to respond in writing 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.
- 5.3. The Principal 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 Principal, or a 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.

## **6. Penalties applied by the college**

- 6.1. Where malpractice by a member of staff is proven, the college will have to consider whether the integrity of its assessments/examinations/tests might be jeopardised if the member of staff in question were to be involved in future assessments, examinations or tests. The College will take action to protect the integrity of its assessments, examinations or tests in the future. This action may include:
  - 6.1.1. The College refusing to accept unverified assessments/examination entries from an assessor in case where malpractice is established

- 6.1.2. The College reserving the right to institute disciplinary measures against an assessor in cases where malpractice is established, in line with the College's Staff Disciplinary procedure
- 6.1.3. The College reserving the right to suspend/terminate the employment of an assessor in cases where malpractice is established, in line with the College's Staff Disciplinary procedure.
- 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 assessors that are considering appeals against penalties and sanctions arising from malpractice. Appeals against a decision made by the College will normally be accepted only from individual members of centre staff (in respect of a decision taken against them personally). This appeal may be supported in writing by their line manager, or other approved curriculum manager, if applicable.