



## Malpractice Policy

Policy	Malpractice Policy
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## **1. Introduction**

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and the authority of those responsible for conducting assessment and certification.

Beyond Horizons Academy does not tolerate actions (or attempted actions) of malpractice by candidates or by staff, in connection with any NCC Education qualification.

Beyond Horizons Academy and NCC Education will impose penalties and/or sanctions on candidates or centre staff where incidents (or attempted incidents) of malpractice have been proven.

## **2. Candidate malpractice (Academic Misconduct)**

All work submitted by candidates for assessment must be the candidates' own work. It is an offence for any candidate to be guilty of, or party to, collusion, plagiarism, or any other act which may mislead the examiners about the development and authorship of work presented in assessments, including misleading examiners about the sources of information included in an assessment. This may include:

- Collusion - the preparation or production of work for assessment jointly with another person or persons, except where group work is explicitly permitted by the specification and/or assessments guidance.
- Plagiarism - the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment.
- Impersonation - where someone other than the candidate prepares the work submitted for assessment. This includes purchasing or commissioning essays from third parties (including essay writing websites and other students) or asking someone else to sit an examination.
- Misconduct in examinations - having access, or attempting to gain access, to any books, memoranda, notes, unauthorised calculators, or any other material, except such as may have been supplied by the invigilator or authorised in the rubric on the front of the examination paper.
- Fabrication of results or observations in practical or project work is the synthesis of data gained from practical activities carried out by the candidate, or the use of artificial observations to support a hypothesis/conclusion.

For more information, please refer to NCC Education's Academic Misconduct Policy.

### **3. Staff malpractice and maladministration**

Malpractice is any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process and/or the validity of certificates. Maladministration is any activity, neglect, default or other practice that results in the centre or candidate not complying with the specified requirements for delivery of the qualifications. These definitions may include:

- contravention of examination regulations and/or failure to correctly follow assessment-related processes.
- alteration of (or disregard for) NCC Education's marking schemes and grading criteria.
- allowing work which is known by the staff member not to be the candidate's own, to be included in an assignment or other assessed component.
- misusing the conditions for Special Considerations such that the support has the potential to influence the outcome of the assessment.
- failing to keep candidate computer files secure.
- falsifying records/certificates, for example by alteration, substitution or fraud.
- failing to keep the required records and documents.
- failing to adhere to NCC Education's administrative procedures and activity schedules.

### **4. Candidate malpractice discovered by the Centre**

Malpractice discovered by the Centre will be investigated by the centre and reported in full to NCC Education.

- a. Notification: If a staff member or another student suspects a candidate of malpractice, they should report it to the Examination Coordinator with any supporting evidence.
- b. Initial Review: The Examination Coordinator will conduct an initial review to determine if there's sufficient evidence to warrant a formal investigation.
- c. Formal Investigation: If needed, a formal investigation will be launched. The candidate will be informed and may be asked to provide a statement or explanation.

- d. **Outcome:** After gathering all relevant information, the Examination Coordinator will make a decision. Possible outcomes include a warning, loss of marks, or disqualification from the exam or assessment.
- e. **Right to Appeal:** Candidates have the right to appeal the decision. Appeals should be lodged within 10 working days of the notification of the decision.

## 5. Staff malpractice discovered by the Centre

Malpractice discovered by the Centre will be investigated by the centre and reported in full to NCC Education.

- a. **Notification:** Concerns about staff malpractice should be reported to the Head of Academics or a senior member of the institution.
- b. **Initial Review:** The senior member will conduct an initial review to determine if there's sufficient evidence for a formal investigation.
- c. **Formal Investigation:** If warranted, a formal investigation will be initiated. The staff member in question will be informed and may be asked to provide a statement or explanation.
- d. **Outcome:** Depending on the findings, possible outcomes range from a verbal or written warning to more serious actions such as suspension or termination of employment.
- e. **Right to Appeal:** Staff members have the right to appeal the decision. Appeals should be lodged within 10 working days of the notification of the decision.

## 6. Details on Formal investigation process:

For both Candidate and Staff Malpractice:

- a. **Formal Notification:** The person under investigation will receive a formal written notification of the alleged malpractice, detailing the nature of the allegation and potential consequences.
- b. **Evidence Collection:** Relevant materials, such as examination scripts, coursework, electronic files, and surveillance footage (if available), will be collected and securely stored to maintain their integrity.

- c. **Interviews:** Both the person under investigation and any witnesses may be interviewed to gather detailed information. Interview notes will be taken and may be used as evidence.
- d. **Review Panel:** A panel, typically consisting of at least three members, will review the collected evidence and interview notes. This panel should have no personal interest in the outcome.
- e. **Decision:** The panel will make a decision based on the evidence. The person under investigation will be informed in writing of the decision, reasons for the decision, and any penalties or actions to be taken.

## **7. Malpractice discovered by NCC Education**

The Head of the Centre and all relevant staff and candidates will provide the required support for any investigation carried out by NCC Education.