

## SERVICES LTD

### Malpractice Policy

The Malpractice Policy provides Lancaster Training Services (LTS) and its approved Course Organisers, Tutors and Assessors with the procedures for dealing with malpractice on the part of candidates, members and any others involved in providing qualifications. It also allows candidates to raise malpractice and maladministration concerns with LTS.

#### ***What is Malpractice?***

For the purposes of this policy, malpractice is defined as the deliberate falsification of records and/or using unfair means during examinations in order to obtain a qualification or certificate. Examples include:

- Claiming certification for non-active/fictitious candidates
- Claiming for a certificate for candidates who have not undergone appropriate assessment
- Claiming for incorrect units or qualifications
- Fraudulent candidates
- Using any books, notes or other material for theory examinations
- Communicating with other candidates or outside sources during theory examinations
- Plagiarism of any nature
- Collusion with others
- Copying ( including the use of ICT to aid copying)
- Deliberate destruction of another's work
- False declaration of authenticity in relation to the contents of a portfolio or coursework
- Impersonation
- Failure to abide by the instructions of an invigilator

**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 within a centre (e.g. inappropriate candidate records).

#### ***Reporting Malpractice and Maladministration***

Approved Course Organisers, Tutors and Assessors have a responsibility to report any alleged or suspected malpractice immediately to line managers or as soon as reasonably possible if out of office hours. The two page report that follows this policy is used to record malpractice and can be completed by candidates, Tutors and Assessors.

The completed forms should be given to line managers who then have a duty to investigate the alleged irregularities under guidance from the Training Manager. LTS will in all cases, notify the regulatory authorities, once malpractice has been proven. LTS will also indicate the proposed action and an estimated timescale for the investigation to the regulatory authorities. Candidates or centre staff accused of malpractice should be made fully aware in writing at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.

#### ***Sanctions***

The Awarding Body imposes penalties on individuals found guilty of breaking assessment regulations in order to:

- Maintain the integrity of the award
- Create a remedy, so that there is no advantage to be gained from breaking the regulations
- Deter others from doing likewise

Penalties applied against centres for malpractice could include

- Disallowing the future involvement of a member of staff in qualification such as an invigilator
- Suspension of registration/certification for either the award concerned or for all other assessments
- Withdrawal of study centre approval



Richard W Little – Chairman

<b>Document Control</b>	
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**Please complete all sections that are relevant**

**Examination Procedures**

Were candidates made aware of the assessment regulations?	YES		NO	
Was the "Examination in Progress" sign displayed?	YES		NO	
Were the "Invigilators Instructions" read/explained to the candidates?	YES		NO	
Were candidates informed of examination regulations at the start of the examination?	YES		NO	
<b>Portfolio Completion</b>				
Had the candidate(s) signed the confirmation of completion of worksheets?	YES		NO	
Had the candidate(s) signed the Completion Declaration page?	YES		NO	
Had the Tutor signed the Completion Declaration page?	YES		NO	
Had the Examiner signed the Completion Declaration page?	YES		NO	

If the malpractice is plagiarism please give full details and include copies if possible:

**Candidate Behaviour**

If the malpractice involved disruptive behaviour, did this disturb other candidates?	YES		NO	
Does the malpractice involve the use of unauthorised material?	YES		NO	

**Supporting Evidence Submitted**

Statement from Course Organiser		Statement from Course Tutor	
Statement from Invigilator		Statement from Examiner(s)	
Statement from Candidate(s)		Candidate(s) Portfolio(s)	
Unauthorised material removed		Source Copies of plagiarised material	
Assessment records		Other (please give details)	

If a statement(s) from those accused of malpractice are not enclosed, please tick the box to indicate that the opportunity to make a statement was given, but was declined.

**Declaration**

The information supplied above is in support of the suspected malpractice that has been indicated on this form:

Name:----- Position:-----

Signature:----- Date:-----