

MALPRACTICE AND MALADMINISTRATION POLICY

Malpractice refers to any deliberate act or practice which compromises, or threatens to compromise the process and integrity of assessment, and as a result the validity of the result or certificate awarded. Maladministration is essentially any activity or practice which results in non-compliance with the examination body administrative regulations and requirements. Assessment processes and outcomes can also be put at risk through maladministration; whilst malpractice is a deliberate act, maladministration may be accidental or a result of incompetence or a simple mistake.

The purpose of this policy is to reduce the risk of malpractice and/or maladministration by:

- increasing awareness and understanding of the actions that constitute malpractice and/or maladministration by students, teachers, trainers, and other staff
- reducing the risk of breach of regulations through ignorance aiding detection of any irregularities
- explaining how students and staff will be made aware of this policy
- identifying strategies to be employed to minimize risk of student malpractice
- describing how instances of alleged malpractice will be dealt with

LanguageUK will not tolerate actions (or attempted actions) of malpractice by staff or students. The school is committed to investigating all cases of suspected malpractice. Where cases of suspected malpractice are proven, the school is fully committed to take appropriate action, including applying punitive measures and reporting suspected malpractice in order to maintain the integrity of assessment and certification. All staff have a professional duty to ensure that they uphold this policy.

Examples of student malpractice

This list below is not exhaustive and LanguageUK discretion may consider other instances of malpractice.

- a breach of the instructions or advice of an invigilator, teacher or the awarding body in relation to the examination or assessment rules and regulations
- failing to abide by the conditions of supervision designed to maintain the security of the examinations or assessments
- collusion: working collaboratively with other candidates, beyond what is permitted
- copying from another candidate.
- allowing work to be copied e.g. posting written coursework on social networking sites prior to examination and assessment
- disruptive behaviour in the examination room or during an assessment session (including the use of offensive language)
- exchanging, obtaining, receiving, passing on information (or the attempt to) which could be examination related by means of talking, electronic, written or non-verbal communication
- impersonation: pretending to be someone else, arranging for another person to take one's place in an examination or an assessment
- plagiarism: unacknowledged copying from published sources or incomplete referencing
- bringing unauthorised material into the examination room, for example: notes, study guides and personal organisers, own blank paper, dictionaries, instruments which can capture a digital image, electronic dictionaries, reading pens, translators, wordlists, glossaries, iPods, mobile phones, MP3 players, pagers or other similar electronic devices
- behaving in a manner so as to undermine the integrity of the examination

Examples of staff malpractice

This list below is not exhaustive and LanguageUK is at its discretion and may consider other instances of malpractice.

- improper assistance to students
- inventing or changing marks for internally assessed work where there is insufficient evidence of the student's achievement to justify the marks given or assessment decisions made
- failure to keep student coursework of evidence secure
- 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 producing work for the student
- producing falsified witness statements, for example for evidence the student has not generated
- allowing evidence to be included for assessment which is known by the staff member not to be the student's own
- facilitating and allowing impersonation
- misusing the conditions for special student requirements
- falsifying records/certificates, for example alteration, substitution, or by fraud
- fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of assessment.

Actions to implement the policy

Informing students

The school will communicate to students through the following means:

- Tutorial times and exam preparation classes
- Teachers have responsibility for ensuring that students are made aware of this information before undertaking any assessed work which has the potential to contribute to the awarding of a qualification

Procedure for dealing with suspected malpractice

Reporting suspected malpractice

- All staff in school have a responsibility for reporting any suspected incidences of staff or student malpractice through the appropriate channels. Students will be made aware of the procedure for reporting any allegations of suspected malpractice at the start of their course.
- In addition, allegations of suspected malpractice may be made by external moderators, verifiers, examiners and reported to the school via the awarding organisation. Allegations of suspected staff/student malpractice must be made to the head of centre.
- All staff at LanguageUK have a responsibility to ensure that any allegations made to them in their professional capacity are taken seriously and reported to LanguageUK Manager.
- LanguageUK will consider allegations that are made verbally but will request in all cases that allegations are put in writing with any supporting evidence that is available.
- LanguageUK accepts the responsibility to report any suspicion of student or staff assessment malpractice to the appropriate awarding body.

Date October 2019

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