



## Malpractice and Maladministration Policy 2023/24

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**Malpractice and Maladministration Policy**



## **Purpose**

The purpose of this policy is to provide direction and guidance to the members and sub-contractors of Educ8 Group on the identification of malpractice and appropriate actions to be undertaken. This policy has been developed in line with Joint Council for Qualifications requirements.

## **Definitions**

### **Malpractice**

'Malpractice', **which includes maladministration**, means any act, default or practice which:

- compromises or attempts to compromise assessment
- may negatively impact upon the integrity of any qualification or the validity of a result or certificate
- may damage the authority, reputation or credibility of any awarding organisation, centre, training professional, learner or employer

Activities which may constitute malpractice may be undertaken by the learner or Educ8 Group, member organisation or sub-contractor personnel.

### **Learner Malpractice**

Malpractice on the part of the learner may take a variety of forms: (This list is not exhaustive)

- Whilst learners should not be discouraged from teamwork, learners must still produce their own work and evidence of competence. Working collaboratively with other learners, beyond what is permitted could be considered collusion.
- Plagiarism through copying the work of another learner or unacknowledged copying from published sources.
- Allowing work to be copied by another learner
- The deliberate destruction of another learner's work
- Disruptive behaviour in an examination room or during an assessment session
- Making a false declaration of authenticity in relation to the authorship of assessed evidence of competence, controlled assessments, coursework or other portfolio contents
- Theft of another learner's work
- Fabrication of evidence

### **Staff Malpractice**

Malpractice on the part of Educ8 Group, member organisation or sub-contractor staff may take a number of forms: (This list is not exhaustive.)

- Failing to keep examination or controlled assessment material secure
- Tampering with learner exam scripts or controlled assessments or coursework after collection and before despatch to the awarding organisation/examiner/moderator
- Failing to keep learner computer files which contain controlled assessments or coursework secure

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- Inventing or changing marks for internally assessed components (e.g. coursework) where there is no actual evidence of learners' achievement to justify the marks being given
- Manufacturing evidence of competence against national standards
- Falsification of assessment and/or internal quality assurance records or authentication statements
- Improper assistance to learners
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment

### **Maladministration**

Examples of maladministration may include, but are not limited to:

- Failure to train invigilators adequately
- Failure to retain learners' controlled assessments or coursework in secure conditions after the authentication statements have been signed or the work has been marked
- Failure to despatch learner work to awarding organisations or examiners or moderators promptly
- Failure to notify the appropriate awarding organisation of an instance of suspected malpractice in examinations or assessments at the earliest opportunity
- Failure to conduct a thorough investigation into suspected examination or assessment malpractice when asked to do so by an awarding organisation
- Inappropriate retention or destruction of certificates
- Inadequate record-keeping

### **Plagiarism**

Learner plagiarism is defined as the practice of learners submitting any work for assessment that is not their own. This could be **any** percentage of work that has not been referenced and has been copied from published work, the internet, or any other sources.

Examples of plagiarism include, but not limited to:

- The use of downloaded content including text, images, diagrams etc. from the internet without acknowledgement of the source.
- Copying and pasting extracts or whole texts from another's work, published or unpublished without the use of quotation marks and/or acknowledgement of the source
- Use of diagrams, images, course notes without acknowledgement of the source
- Paraphrasing/summarising extensively the work of another or using their ideas without an acknowledgement of the source
- The use of purchased essays submitted as a learner's own work.

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## **Collusion**

Collusion is defined as two or more learners who collaborate on a piece of work, beyond the level that is permitted. Collusion can take the following forms.

- Two or more learners collaborating to produce a piece of work together with the intention that it is submitted as their own, individual work. Or with the intention of at least one learner submitting it as their own, individual work. Where learners work together on projects, they should write up the assignment individually and reflect on their own learning.
- A learner submitting the work of another learner (with their consent) as their own, individual work. In such cases, both learners would be deemed to have committed collusion
- Unauthorised co-operation between a learner and a third party in the production of a piece of work that will be submitted as the learners own.

## **Scope**

This policy covers all activities of Educ8 Group, its member organisations and sub-contractors. To varying degrees, this policy applies to all managers, employees, learners, associates and sub-contractors undertaking activities on behalf of Educ8 Group.

## **Legal and Regulatory Framework**

Educ8 Group will comply fully with all related legislation and sector regulations which include, but not limited to:

- Data Protection Act 2018
- JCQ Guidance
- Regulatory principals of the Qualifications and Credit Framework 2008
- Awarding Organisations policy (QCF)

## **Policy statement**

Educ8 Group and member organisations have built a reputation within the local community and wider business environment in Wales for the ethical, honest and principled manner in which operational activities are undertaken. The protection of this reputation is integral to the continued success of the consortium.

To this end all Educ8 Group, member and sub-contractor employees will work in a manner that will ensure that the integrity, reliability and reputation of Educ8 Group, the Apprenticeship qualification, and AOs (Awarding Organisations), are protected by the establishment of robust policies and procedures to prevent malpractice and maladministration.

If malpractice or maladministration is alleged, Educ8 Group will cooperate fully with the AO and any regulatory authority in an investigation to ensure the integrity of qualifications and recognises

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that any investigation will be based on the regulators published guidance and further publications which amplify this policy.

**Responsibilities**

It is the responsibility of the **head of centre for each Educ8 Group member organisation** to ensure that all employees and learners are made aware of this policy and that any allegations of malpractice or maladministration are thoroughly investigated, with a detailed report completed to include:

- The origins of the complaint or mode of discovery of the alleged irregularity
- The investigations carried out
- The evidence found
- The conclusion drawn
- The recommendations for action and resolution of the matter

The Educ8 Group Qualifications Manager will notify the relevant Awarding Body Compliance team of all allegations or incidents of malpractice, actual or suspected, within 10 days of it being reported to them and prior to the commencement of any internal investigation activity. All actions will be completed in a timely manner.

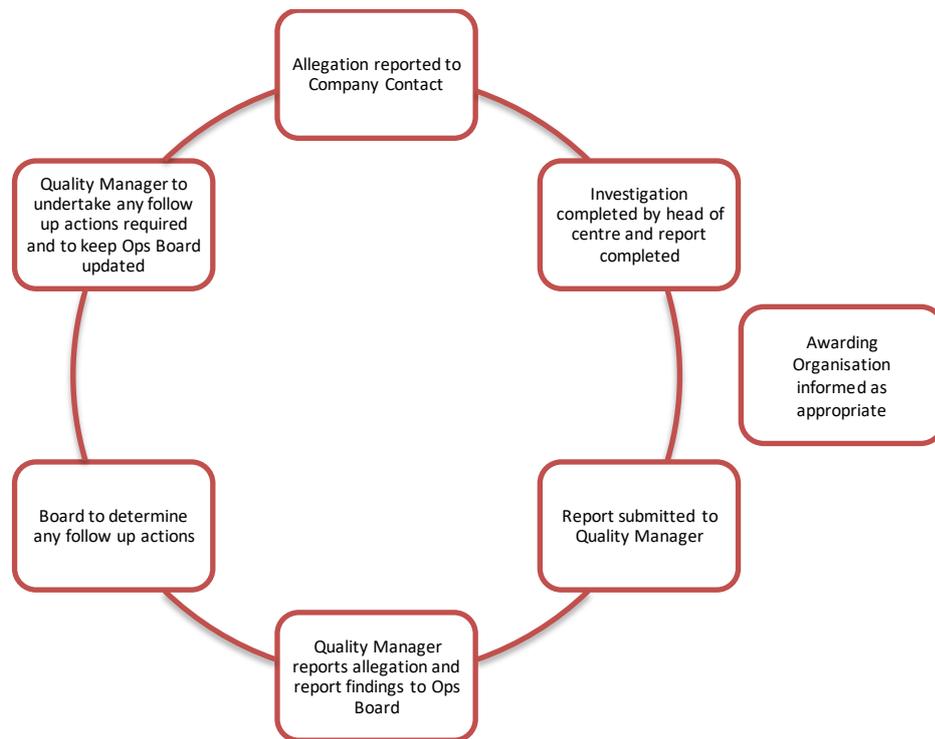
It is the responsibility of the Educ8 Group Qualifications Manager to report to the Director of Quality and Compliance any allegations of malpractice or maladministration which could damage the reputation of the consortium. The Qualifications Manager will undertake actions required by the Board as a result of reporting such allegations. All actions will be completed in a timely manner.

It is the responsibility of all Educ8 Group, member and sub-contractor employees to adhere to this policy and to uphold the integrity of the organisation and the qualifications which it delivers. All employees will remain vigilant to the possibility of malpractice or maladministration being committed by other employees or learners. All employees will report such occurrences to the head of centre at the earliest opportunity.

It is the responsibility of all learning delivery personnel to ensure that learners are made aware of this policy.

**Implementation**

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This policy will be implemented alongside the following:

- Educ8 Group Complaints Procedure
- Educ8 Group Member and Sub-Contractor Appeals Procedure
- Member Disciplinary Procedure

**Communication**

This policy and any updates will be disseminated to all Educ8 Group, member and sub-contractor employees through team meetings. All new employees will be advised of this policy as part of initial induction.

All learners will be advised of this policy as part of the learning programme induction process.

**Impact on the Learner**

The implementation of this policy will ensure that the integrity of all learning programmes offered by Educ8 Group and its member organisations is maintained and learners can feel confident in the value of qualifications achieved.

**Monitoring and review process**

This policy will be routinely reviewed on an annual basis and where there are changes to regulatory requirements. Such reviews will be undertaken by the Quality Improvement Group.

**Complaints**

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All complaints will be taken seriously and dealt with in a timely and sensitive manner, in accordance with company procedures.