

Skills4Stem

Assessment Malpractice and Maladministration Policy

1. Policy Statement

Incidents of malpractice/maladministration can potentially lead to candidate/apprentices being disadvantaged, can require the conducting of costly and time-consuming investigations and may cause reputational damage to Skills4Stem. It is, therefore, desirable to prevent malpractice or maladministration from occurring, whenever possible. Where it is not possible to prevent this, cases of suspected or actual malpractice/maladministration should be dealt with quickly, thoroughly and effectively.

2. Scope

This policy and procedure relate to Skills4Stem staff malpractice/maladministration and applies to all internal assessments, and internal and external examinations.

Where awarding bodies have their own published procedures, these will take precedent over the Skills4Stem policy.

3. Legislation

The Human Rights Act 1998 applies to the operation of this policy.

4. Responsibilities

All staff have a responsibility to give full and active support for the policy by ensuring: the policy is known understood and implemented.

5. Actions to minimise the risk of malpractice

5.1 Curriculum Managers should, at the appropriate time, introduce new members of staff to this policy.

5.2 Course teams use robust internal moderation/verification procedures.

5.3 Candidate/apprentice should be introduced to this policy during induction

5.4 Show candidate/apprentices the appropriate formats to record cited texts and other materials or information sources

5.5 Ask candidate/apprentices to declare that their work is their own

5.6 Ask candidate/apprentice/apprentices to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used

6. Definitions and Examples

6.1 **Skills4Stem staff malpractice: the assessment process.** The following are examples of malpractice by centre staff; this list is not exhaustive and other examples of malpractice may be considered by the Skills4Stem at its discretion.

6.1.1 Improper assistance to candidate/apprentices.

- 6.1.2 Inventing or changing marks for internally assessed work (course work or portfolio evidence) where there is insufficient evidence of the candidate/apprentices' achievement to justify the marks given or assessment decisions made.
- 6.1.3 Fraudulent submissions that could lead to false claims for certificates.
- 6.1.4 Inappropriate retention of certificates.
- 6.1.5 Producing falsified witness statements, for example for evidence the candidate/apprentice has not generated.
- 6.1.6 Allowing evidence, which is known by the staff member not to be the candidate/apprentice's own, to be included in a candidate/apprentice's assignment/task/portfolio/coursework.
- 6.1.7 Facilitating and allowing impersonation.
- 6.1.8 Misusing the conditions for special candidate/apprentice requirements, for example where candidate/apprentice is permitted support, such as amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- 6.1.9 Failing to keep assessment/examination/test papers secure prior to the assessment/examination test.
- 6.1.10 Falsifying records/certificates. For example, by alteration, substitution, or by fraud.

6.2 Candidate/apprentice malpractice:

Any action by the candidate/apprentice that has the potential to undermine the integrity and validity of the assessment of the candidate/apprentice's work. The following are examples of malpractice by candidate/apprentices; this list is not exhaustive and other instances of malpractice may be considered by the Skills4Stem at its discretion:

- 6.2.1 Plagiarism of any nature; in which case reference should be made to the Plagiarism Policy
- 6.2.2 Collusion by working collaboratively with other candidate/apprentices to produce work that is submitted as individual candidate/apprentice work.
- 6.2.3 Copying (including the use of ICT to aid copying)
- 6.2.4 Deliberate destruction of another's work.
- 6.2.5 Fabrication of results or evidence.
- 6.2.6 False declaration of authenticity in relation to the contents of a portfolio or coursework
- 6.2.7 Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination.

7. Maladministration

Maladministration is any non-deliberate activity, neglect, default or other practice that results in the Skills4Stem or candidate/apprentice not complying with the specified requirements for delivery of the qualifications as set out in the relevant codes of practice, where applicable.

8. Procedures used to deal with the above

8.1 Where the Skills4Stem discovers or suspects an individual, or individuals, of malpractice/maladministration it will conduct an investigation in a form commensurate with the nature of the allegation.

8.2 Such an investigation will be initially undertaken by the Curriculum Manager, who will interview all personnel linked to the allegations.

8.3 Skills4Stem will make the individual(s) aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice/maladministration and of the possible consequences should it be proven.

8.4 The investigation will proceed through the following stages:

8.4.1 Preliminary investigation, conducted by the appropriate Curriculum Manager, into the allegation to determine whether a full investigation is necessary. If the allegation appears to have substance, then all assessments by this member of staff should be halted until the investigation is complete

8.4.2 Should it be determined that a full investigation is necessary it shall be conducted by an independent Investigation Officer appointed by the Chief Executive Officer (CEO).

8.5 During the investigation Skills4Stem will give the individual the opportunity to respond to the allegations made.

8.6 All stages of the investigation shall be documented by the person leading the investigation.

8.7 The individual will be informed of the avenues for appealing against any judgments made.

8.8 The Investigation Officer shall produce a report of their findings for the attention of the CEO

8.9 For cases of staff malpractice/maladministration, the CEO will decide whether to invoke the Staff Disciplinary Procedure.

8.10 For cases of candidate/apprentice assessment malpractice, reference should be made by the Investigation Officer to the other relevant policies such as the Plagiarism Policy

8.11 Where the Investigating Officer report indicates that the candidate/apprentice assessment is suspect or flawed, then the relevant policies in 8.10 should be consulted for appropriate penalties.

8.12 Where the malpractice/maladministration includes the award of external certification, the awarding body shall be informed by an acknowledged email by the Skills4Stem Quality Nominee.

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