

Created	August 2017
By	Senior Team
Reviewed	August 2022
Next review	August 2023
Approved by	Governing Board
Dissemination	Staff Training, Shared folders on GDrive

VLUK ASSESSMENT MALPRACTICE POLICY 2022-2023

1. PURPOSE

The purpose of this policy is to identify and minimise the risk of malpractice by staff or learners/candidates while ensuring that any response to any incidence of alleged malpractice is investigated promptly and objectively with appropriate penalties and/or sanctions in place to be imposed on learners/candidates or staff where incidents (or intended incidents) of malpractice are proven.

2. AIM

- To identify and minimise the risk of malpractice by staff or learners
- To respond to any incident of alleged malpractice promptly and objectively
- To standardise and record any investigation of malpractice to ensure openness and fairness To impose appropriate penalties and/or sanctions on learners or staff where Incidents (or attempted incidents) of malpractice are proven
- To protect the integrity of this centre and all our qualifications.

In order to do this, VLUK will:

- seek to avoid potential malpractice by using the induction period to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- show learners the appropriate formats to record cited texts and other materials or information sources
- ask learners to declare that their work is their own
- ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the COO and all personnel linked to the allegation. It will proceed through the following stages:
- make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven
 - give the individual the opportunity to respond to the allegations made
 - inform the individual of the avenues for appealing against any judgment made
 - document all stages of any investigation using the [template](#)

Where malpractice is proven, the centre may apply the following penalties / sanctions:

- Withdrawal from all examinations
- Withdrawal from the Named Examination
- Cancellation of the Unit
- Cancellation of the Assignment
- Repeat of the assignment

Definition of Malpractice by Learners

This list is not exhaustive and other instances of malpractice may be considered by VLUK at its discretion:

- plagiarism of any nature
- collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- copying (including the use of ICT to aid copying)
- deliberate destruction of another's work
- fabrication of results or evidence
- false declaration of authenticity in relation to the contents of a portfolio or coursework
- 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/test.

Definition of Malpractice by VLUK Staff

This list is not exhaustive and other instances of malpractice may be considered by VLUK at its discretion:

- improper assistance to learners
- inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- failure to keep candidate coursework/portfolios of evidence secure
- fraudulent claims for certificates
- inappropriate retention of certificates
- assisting learners 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 centre staff producing work for the learner
- producing falsified witness statements, for example for evidence the learner has not generated
- allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework
- facilitating and allowing impersonation
- misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- falsifying records/certificates, for example by alteration, substitution, or by fraud
- fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.

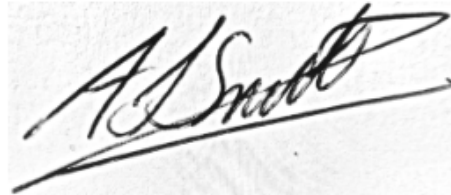
Where learners are suspected of malpractice in relation to externally assessed units of vocational qualifications the Head of Centre are will inform relevant awarding body at the earliest opportunity by completing a JCQ Form M1 (www.jcq.co.uk/exams-office/malpractice), and submitting this and all supporting documentation to the Investigations Team at pqsmalpractice@pearson.com

The Head of Centre will inform the awarding body Investigations Team of any incidence of alleged or suspected malpractice by centre staff, before any investigation is undertaken. The Head of Centre will inform the Investigations Team by submitting a JCQ Form M2(a) (downloadable from www.jcq.org.uk/exams-office/malpractice) with supporting documentation to pqsmalpractice@pearson.com.

The policy should be read in conjunction with the latest issue of the JCQ General and Vocational Qualifications Suspected Malpractice in Examinations and Assessments Policies and Procedures



CEO



Chair of Governors