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Registered in England and Wales – Company Registration No.: 9246490

Plagiarism and Malpractice Policy

1. Scope and Purpose

New Start 4U CIC considers any element of plagiarism and other forms of assessment malpractice and maladministration to be a serious issue, and this procedure defines malpractice/ maladministration from both student and staff perspective, and how instances of this would be dealt with. It should be read in conjunction with the relevant Staff and Student Disciplinary Policy and Procedures.

This procedure is applicable to all students and staff at all centres of New Start 4u 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 centres policy.

The main objectives of the policy are:

- 1.1 To identify and minimise the risk of malpractice/maladministration by staff or students.
- 1.2 To respond effectively to any incident of alleged malpractice/maladministration promptly and objectively.
- 1.3 To standardise the recording and reporting of any investigation of malpractice / maladministration to the relevant awarding bodies.
- 1.4 To impose appropriate penalties/sanctions on staff or students where incident (or attempted incidents) of malpractice/maladministration are proven.
- 1.5 To protect the integrity of New Start 4u and the qualifications and teaching delivered.

2. Responsibilities

It is the responsibility of all staff to give full and active support for the policy by ensuring the policy is known understood and implemented.

2.1 Students

In all assessed work candidates should take care to ensure the work presented is their own and fully acknowledges the work and opinions of others. Candidates should declare that work is their own. It is also the responsibility of the candidates to ensure that they do not undertake any form of cheating or other form of unfair advantage.

2.2 New Start 4u CIC Career Development and Learning Centre (Centre)

Should seek proactive ways to promote a positive culture that encourages learners to take individual responsibility for their learning and respect the work of others.

2.3 Tutor/ Assessor

Responsible for designing assessment opportunities which limit the opportunity for malpractice and for checking the validity of student's work. Use learner induction and learner handbook to inform about malpractice/Maladministration and outcomes.

2.4 Internal Quality Assurer (IQA)

Responsible for malpractice checks when internally verifying work.

2.5 Managing Director

Required to inform Awarding Bodies of any acts of malpractice/maladministration.

2.6 Head of Centre or their designated nominee (director)

Responsible for any investigation into allegations of malpractice/maladministration

3 Definitions

3.1 Malpractice is any irregular conduct through deliberate activity, neglect or default on the part of a student or member of college staff, which gives unfair advantage to a candidate or group of candidates, or disadvantages other candidates. Malpractice may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates. Failure by a centre to deal with identified issues may in itself constitute Malpractice.

3.2 Maladministration is any activity, neglect, default or other practice that results in the centre or learner not complying with the specified requirements for delivery of the qualifications and as set out in the awarding organisation requirements for approved centres and regulator documents.

3.3 Plagiarism is the presentation of someone else’s work, ideas, opinions, or discoveries, whether published or not, as one’s own.

3.4 Examples of actions that may constitute Malpractice/Maladministration are listed below. (These lists are not exhaustive and other instances of malpractice/maladministration may be considered)

Students	Staff	Centre
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Plagiarism, including the copying of work of another learner either deliberately or through neglect.	Unfair discrimination in assessment (for example, on the grounds of age, sex, ethnicity, etc)	Failure to provide appropriate facilities for the security of assessment and of assessment records
Collusion between two or more learners	Deliberate or wilful failure to assess in accordance with the assessment criteria or other assessment requirements	Failure to keep externally set assessment papers secure prior to or after assessment
Deliberate destruction of another learner's work for assessment	Assisting or prompting learners with the production of answers	Failure to keep learner, computer or other files secure
Fabrication of results or evidence	Obtaining unauthorised access to assessment material prior to or after assessment	Failure to provide assessment records of learners to awarding bodies or representatives of awarding bodies
False declaration of authenticity in relation to the contents of a portfolio or coursework.	Failure to abide by the conditions of supervision designed to ensure the security of assessment	Failure to register learners with awarding bodies such that learners are prevented from obtaining the units or qualifications that they are taking.
Impersonation by pretending to be someone else in order to produce the work for another or to take one's place in an assessment/examination/test	Fraudulent certificate claims Inventing or changing marks for internally assessed work (coursework or portfolio evidence)	Consistent failure to follow actions resulting in external quality assurance visits
	Failure to keep learner coursework/portfolios of evidence secure.	Insufficient management of conflicts of interest. (Assessment of own staff, family members etc.).
	Adding dates and signatures to coursework/portfolio evidence post assessment	

4 Identifying malpractice/maladministration

Cases of malpractice/maladministration can be identified in a number of different ways. They may be:

- reported by a lecturer or examiner via a report where the behaviour of an individual has had a disruptive effect on other candidates
- reported by an examiner or assessor, who may identify shared answers in an examination script or identical wording in a coursework assignment
- identified by an internal verifier who may identify identical work in coursework assignments
- identified by an external verifier, during a verification event

In cases where malpractice is identified or suspected, the Student and/or Staff Discipline Policies would apply. The Student Discipline Policy, which is distributed and discussed with all students during induction and guidance, outlines the consequences of such conduct.

5 Dealing with malpractice/maladministration

5.1 Where the centre discovers or suspects an individual, or individuals, of malpractice it will conduct an investigation in a form commensurate with the nature of the malpractice allegation.

5.2 Such an investigation will be initially undertaken by an Internal Quality Assurer (IQA), who will interview all personnel linked to the allegation.

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

5.4 The investigation will proceed through the following stages:

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

5.4.2 Should it be determined that a full investigation is necessary it shall be conducted by an External Quality Assurer (EQA). A wider scrutiny of both current and historical evidence relating to the situation will be undertaken. For allegations against staff this is to not only establish the route cause but also the possible effects on learners past and present.

5.5 During the investigation the centre will give the individual the opportunity to respond to the allegations made.

5.6 All stages of the investigation shall be documented by the person leading the investigation and reported to the relevant Awarding Organisation by the IQA.

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

5.8 The IQA shall produce a report of their findings for future attention.

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

5.10 For cases of student assessment malpractice, reference should be made by the IQA to all other relevant policies

6 Possible Actions Taken by the centre

The centre may take internal disciplinary action in line with the centres Policy and Procedures. This action will be commensurate with the seriousness of the Malpractice/Maladministration and comply with appropriate employment legislation and awarding body requirements who may impose

Date:

Signature:

Next review date: