



NEST ACADEMY
OF MANAGEMENT EDUCATION

ASSESSMENT MALPRACTICE POLICY

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INTRODUCTION

Nest Academy has an obligation to its learners, employers, awarding bodies and partner universities to ensure that the qualifications its learners receive are a fair and accurate representation of their work, and of the knowledge and skills attained. Therefore the purpose of this policy is to ensure that the integrity of the qualifications is upheld by taking reasonable steps to prevent malpractice and/or maladministration and by approaching in a consistent manner, all reports of suspected or actual cases of malpractice and/or maladministration, whether carried out by learners or staff.

SCOPE

This policy and procedure relates to college staff malpractice 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 Academy policy

PURPOSE AND BENEFITS

The purpose and benefits of this policy are:

a) To define what is meant by malpractice, in relation to the assessment of qualifications: Malpractice, which includes maladministration and non-compliance means any act, default or practice (whether deliberate or resulting from neglect or default) which is in breach of awarding body requirements and/or which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- Damages the authority, reputation or credibility of any awarding body or the officers, employees or agents of those awarding bodies.

b) To explicitly state that any form of academic malpractice, maladministration or dishonesty is not acceptable and may have serious consequences for any individual found to have intentionally participated in such activities for personal gain or that of other individuals.

c) To provide guidance to students and staff on those behaviours which are deemed to be inappropriate in the context of academic assessment and conduct relating to all awarding bodies for which the Academy is accredited.

d) To ensure compliance with the requirements of awarding bodies and regulatory bodies.

RESPONSIBILITIES

- The College is responsible for ensuring that all staff and students are made aware of the Malpractice Policy and Procedure at induction, and should provide students and staff with examples of Malpractice.
- All students are responsible for ensuring that they adhere to the assessment conditions which apply to all academic assessments which they undertake. Individual students should ensure that they are clear and fully understand what is expected of them in preparing for and undertaking academic assessment.
- All teaching staff are responsible for ensuring that students are made aware of the assessment arrangements as defined by the awarding bodies.
- All teaching staff should ensure that they are fully aware of the assessment arrangements as defined by the awarding bodies and that they comply with every aspect of those arrangements.
- Heads of Faculty are responsible for notifying any cases of suspected student or staff malpractice to the Assistant Principal
- The Assistant Principal: Quality Enhancement is responsible for ensuring that the awarding body is made aware of any candidate malpractice concerns for internal assessments if the concern comes to the College's attention after the submission of internal assessment marks.
- Quality Enhancement is responsible for reporting any matters of malpractice to the police and the awarding body if it involves a criminal act.
- See the Malpractice Procedure for retention periods.

EXAMPLES OF ACADEMIC/ASSESSMENT MALPRACTICE

Student Malpractice

Student malpractice means any type of malpractice by a student which threatens the integrity of an examination or assessment. The following are examples of malpractice:

Plagiarism

Plagiarism is a failure to acknowledge sources properly and/or the submission of another person's work as if it were the student's own. Plagiarism may arise from a lack of understanding about the aims of an assessment and a misinterpretation of what is expected in terms of the assessment process and/or output. Plagiarism occurs when an individual adopts or copies the work of another person, organisation, or author without acknowledging the origin of that piece of work.

Passing on assignments to others, with the knowledge that another student may plagiarise the assignment is also unacceptable and all parties concerned may be subject to disciplinary action.

Failure to acknowledge the sources properly and/or the submission of another person's work as if it were your own is plagiarism and is unacceptable. This might occur in an assessment/assignment when:

- using a choice phrase or sentence that you have come across;
- copying word-for-word directly from a text;
- paraphrasing/restating the words from a text very closely;
- using text directly downloaded from the internet;
- borrowing statistics or assembled facts from another person or source;
- copying or downloading figures, photographs, pictures or diagrams without acknowledging the sources.

Unauthorised Collusion

Collusion (unauthorised) is where an individual working collaboratively with other students (normally on an individual task/assessment) copies work from another student and submits it as their own. Note: this should not be confused with group-based coursework or assessment which involves co-operation and collaboration amongst/between students to produce the required output. This collaboration is authorised and is supported by clear instructions of what is required and by whom.

Copying

Copying from another student (including the use of ICT to do so).

Personation

This is where an individual undertakes a task whilst fraudulently pretending to be someone else especially with the intention to deceive or cheat to gain advantage on behalf of another individual.

Offensive content

This is where an individual includes inappropriate, offensive, or obscene material in assessment evidence, including vulgarity and swearing which is out with the context of the assessment, or any material of a discriminatory nature (including discrimination in relation to the protected characteristics identified in the Equality Act 2010). This should not be read as inhibiting students' rights to freedom of expression.

Deception

This is where an individual provides false information to staff concerning a formal academic exercise, for example, giving a false excuse for missing a deadline or falsely claiming to have submitted work. Making a false declaration with the aim of receiving special consideration to obtain extensions to deadlines, exemptions from work or accreditation for prior learning.

Cheating

Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment. This may also include:

- the use of unauthorised aids,
- physical possession of unauthorised materials (including mobile phones; smart watches, MP3 players, notes, etc) in the examination room, laboratory or workshop;
- obtaining a test or examination paper in advance of its authorised release;
- using or having at or near the test/examination desk any books, materials or other equipment which has not been explicitly permitted;
- communicating with another student or passing objects to another person without authorisation during a test or examination.

- Breaching the security of assessment materials in a way which threatens the integrity of any exam or assessment.

Bribery

Paying for someone to undertake assessment work which is then presented as the student's own work or giving assignment answers or test answers to others for money.