



NEST ACADEMY
OF MANAGEMENT EDUCATION

**LEARNER PLAGARISM,
STAFF MALPRACTICE
AND/OR
MALADMINISTRATION
POLICY**

TABLE OF CONTENT

1. Introduction	3
2. Scope	3
3. Purpose and Benefits.....	3
4. Responsibilities	4
5. Definition	5
6. Identifying Malpractices/ Maladministration	5
7. Dealing with Malpractices/ Maladministration	6

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

Nest Academy 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.

AIMS

Nest Academy aims to identify and minimise the risk of malpractice or maladministration by staff or students and to respond effectively to any incident of alleged malpractice or maladministration promptly and objectively

It aims to standardise the recording and reporting of any investigation of malpractice /maladministration to the relevant awarding bodies and to impose appropriate penalties/sanctions on staff or students where incident (or attempted incidents) of malpractice or maladministration are proven

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

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.

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

Nest Academy (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.

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.

Quality Manager

Required to inform Awarding Organisations of any acts of malpractice or maladministration.

Head of Centre (Principal) or their designated nominee

Responsible for any investigation into allegations of malpractice/maladministration.

DEFINITIONS

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.

Plagiarism

Is where a student has included published material in submitted work, but has not cited the source, therefore, falsely claiming that the work is their own.

Plagiarism is also including another students work in submitted work falsely claiming it is their own and can also mean using the same assessed work in a different assessment. Students can normally only use work once for assessment.

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.

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.

DEALING WITH MALPRACTICE/MALADMINISTRATION

- Where the College 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.
- Such an investigation will be initially undertaken by an Assistant Principal (AP), who will interview all personnel linked to the allegation.
- The College 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.

The investigation will proceed through the following stages:

- **Preliminary investigation**, conducted by the appropriate AP, 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.
- During the investigation the College will give the individual the opportunity to respond to the allegations made.
- The individual will be informed of the avenues for appealing against any judgments made.
- For cases of staff malpractice/maladministration, the Assistant Principal of HR and the Principal will decide whether to invoke the Staff Disciplinary Procedure.
- For cases of student assessment malpractice, reference should be made by the Investigation Officer to all other relevant policies