

# Malpractice Policy

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The *Elizabeth School of London* operates processes to prevent, identify, investigate and respond to unacceptable academic practice

### **Scope and Rationale**

This policy sets out how ESL addresses any issues regarding malpractice. This policy applies to all staffs and students at the *Elizabeth School of London*.

The College has an obligation to its students, partner universities, employers and Awarding Organisations and/or Bodies to ensure that the qualifications its students receive are a fair and accurate representation of their work, and of the knowledge and skills attained. If a student passes an assessment, or gets a qualification, by unfair means then this is unfair to those who have achieved the same qualification fairly.

### **Aim of the policy:**

- 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 ESL and its qualifications.

### **In order to do this, the ESL will:**

- seek to avoid potential malpractice by using the induction period to inform learners of the College'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 Principal 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 the allegation of 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.

Where malpractice is proven, **ESL**/Centre will apply penalties / sanctions appropriate to the nature of the malpractice under review.

Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for one or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviours such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping a friend to gain an unfair academic advantage.

### **Academic misconduct:**

Academic misconduct includes but is not limited to:

- Use of published work without referencing
- Copying published work of others but with minimal paraphrasing.
- copying coursework essays or allowing your work to be copied
- Submitting previously submitted for another course or programme of study
- collaborating with any other person when the work is supposed to be individual
- taking another person's computer file/program/designs/drawings
- submitting another person's work as your own
- the use of unacknowledged material published on the web
- Purchase, or evidence of the intention to purchase, material from a third party to
- Use in full or part in any form of assessed work
- bringing unauthorised material into an examination, including material programmed
- Into a calculator and/or other electronic devices
- Communicating with or helping other persons during an examination.
- obtaining a copy of the examination paper in advance
- persuading another person to sit the examination in one's place
- attempting to complete an exam by any other unfair means
- falsifying the results of practical activities

### **Definition of Malpractice by Learners**

This list is not exhaustive and other instances of malpractice may be considered by the College 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 Staffs**

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

- improper assistance to candidates
- 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 College staff producing work for the learner
- producing falsified witness statements, for example, an evidence that 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
- Any other unlawful and/or unethical activities, which cannot be justified.

The Principal (or a person particularly designated by the Principal) will deal with such allegation for students/staffs and resolve this matter within a reasonable period of time. The matter will be dealt efficiently, professionally and confidentially.