



Malpractice Policy

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1. INTRODUCTION

- 1.1 - The UK Business College (UKBC) is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.
- 1.2 - We will endeavour to provide an environment where all pupils feel valued and welcomed.
- 1.3 - UKBC is committed to providing high quality learning opportunities for its students and therefore ensure that standards of assessment are consistent, transparent and in line with the requirements of the awarding body.
- 1.4 - This policy will contain within it, the procedures that the College will use to manage malpractice by students.
- 1.5 - The purpose of the malpractice policy is to identify the risk of malpractice by students, outline response procedures and the recording of any investigations.
- 1.6 - This policy applies to all students studying on taught programme of study at UK Business College.

2. DEFINITION

- 2.1 - 'Malpractice' is defined as the failure to follow the rules of an examination or assessment. This policy and procedure use the word 'malpractice' to cover both 'malpractice' and 'maladministration' and it means any act, default or practice which is:
- a breach of the Regulations; and/or
 - a breach of awarding body requirements regarding how a qualification should be delivered; and/or
 - a failure to follow established procedures in relation to a qualification.

3. RESPONSIBILITIES

- 3.1 - The College must ensure that information for students, non-examination assessments, coursework, on-screen tests, written examinations, social media, plagiarism are distributed to candidates prior to assessments/examinations taking place.
- 3.2 - Ensure students are informed verbally and in writing about the required conditions under which the assessments are conducted, including warnings about the introduction of prohibited materials and devices into the assessments, and access to restricted resources.
- 3.3 - Ensure that students are aware of actions that constitute malpractice and the sanctions that can be imposed on those who commit malpractice.
- 3.4 - Ensure that students are aware of the sanctions of passing on or receiving (even if the information was not requested) confidential assessment materials. If a student receives confidential information, they must report it to a member of centre staff immediately.
- 3.5 - Ensure that students completing coursework or non-examination assessments are aware of the need for the work to be their own.
- 3.6 - College must establish and maintain, and at all times comply with, up-to-date written procedures for the investigation of suspected or alleged malpractice.
- 3.7 - College ensure that investigations are carried out rigorously, effectively.

4. IDENTIFICATION AND REPORTING OF MALPRACTICE

- 4.1 - UKBC has an established process to prevent and identify malpractice by students.
- 4.2 - Once suspected malpractice is identified, the marker will complete the form for malpractice (Appendix - A) and submit it to the Programme Manager for review. The Programme Manager will review the case and the student will be contacted by the Registry Department via email requesting a written statement from the student within 10 working days.
- 4.3 - The marker and the Programme Manager will investigate the case to make sure whether it is a malpractice by the student.
- 4.4 - If it is considered as a malpractice, the College will schedule the Malpractice Committee and the outcome will be communicated to the student.
- 4.5 - If it is a minor offense, then it will be considered as Poor Academic Practice where the student will be invited to attend a one-to-one meeting with their Personal Academic Tutor (PAT) for an informal warning.
- 4.6 - Malpractice by a student discovered in a controlled assessment, coursework or non-examination assessment component prior to the student signing the declaration of authentication need not be reported to the awarding body but must be dealt with in accordance with the centre's internal procedures.
- 4.7 - If a student has signed the declaration of authentication, the Head of Centre must notify the awarding body immediately of all alleged, suspected, or actual incidents of malpractice by completing the JCQ/M1 Form (Appendix - B).
- 4.8 - Upon receipt of malpractice concerns, the awarding body will review them and determine the appropriate next steps, as detailed below.
- Awarding body will review and assess strategy of investigation and if an investigation is necessary
 - Background desktop research conducted by awarding body (factual review of the allegation or notification, historical malpractice cases, student volumes)
 - Information gathering
 - Evidence review (review of all the information gathered to determine if the allegations are supported by the evidence and if there are other concerns arising during the investigation)
 - Findings of the investigation

- Case/investigation review (identification from the evidence of any potential regulation/ specification breaches)
- Malpractice Committee (the outcome of the investigation is determined by the Malpractice Committee)
- Final outcome

4.9 - Once a decision has been made, it will be communicated in writing to the Head of Centre as soon as possible. It is the responsibility of the Head of Centre to communicate the decision to the individuals concerned and to pass on details of any sanctions and action in cases where this is indicated. The Head of Centre must also inform the individuals if they have the right to appeal.

5. APPEALS

5.1 - UKBC has established procedures for considering appeals against sanctions arising from malpractice decisions.

5.2 - Appeals must normally be made within 14 days of receiving the outcome of the Malpractice Committee's decision.

5.3 - Further information about the appeals process can be found in the *UKBC Academic Appeals Policy and Procedure*.

6. REVIEW OF THE POLICY

6.1 - This policy will be reviewed annually or as required by changes in external regulations. Changes to it will be reviewed by the College's Executive Committee and ratified by the Board of Governors.

APPENDIX A

MALPRACTICE FORM

Student Number:	Student Name:
Module Code:	Module Name:
Assessment Item Number (e.g. 001):	Assessment Item Name (e.g. 'Report'):
What type of malpractice is the student accused of? <p style="text-align: center;"> Plagiarism Self-plagiarism Collusion Falsification Other (please specify) </p>	
Details of Accusation: Examples of information to include here – please be as detailed as possible: <ul style="list-style-type: none"> • Is the accusation based on a high Turnitin similarity score? • Have you checked whether this score can be accounted for by inclusion of cover sheet/ethics policy etc.? • Can Turnitin matches be accounted for by legitimate references and quotes? • Is there evidence of synonym word changes within copied text (i.e. indicative of more intentional plagiarism)? • Have you viewed past work or emails with the student to compare the language styles/ ability? • Have you already spoken to the student about the accusation? Please include a summary of their response. <p>Please note: it is the role of the tutor to investigate the incident of malpractice and provide evidence; the Malpractice Committee decide the extent of the malpractice and appropriate penalty.</p>	

Tutor's Name (please print):
Tutor's Signature:
Date:

The completed form, accompanied by a Turnitin Report (in colour), should be returned to the Registry Department via email: registry@ukbc.org

APPENDIX B



JCQ/M1

Suspected candidate malpractice

Confidential

This form is to be used by centres to report instances of suspected candidate malpractice.

For guidance on how to complete this form please **see page 6** of this form.

Awarding body

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Date of incident

Time (AM/PM session)

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Centre number

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Centre name and address

Head of centre's email address

Head of centre's telephone number

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Candidate number(s)

Candidate name(s)

Examination/assessment details

Qualification or specification code	Qualification or specification title
Component/unit code/batch number	Component/unit title

Name(s) of invigilator(s)/assessment personnel or other witness/witnesses

Name	Role

Complete Sections A, B, C and D as indicated.

Section A (All qualifications)

Describe the nature of the suspected candidate malpractice including details as to how it was discovered, by whom and when.

Section B (Vocational qualifications only)

Describe how the candidates were made aware of the examination or assessment regulations.

Section C (All general qualifications and other qualifications if applicable)

Examinations

Was the *Warning to Candidates* displayed outside the examination room? (either by means of a projector or in hard copy paper format)

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Had the candidate(s) been issued with a copy of the *Information for candidates?* (either electronically or a paper version)

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Were candidates reminded of examination regulations at the beginning of this particular examination?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Coursework/non-examination assessment

Had the candidate(s) been issued with a declaration of authentication?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Had the candidate(s) signed the declaration of authentication stating that all work completed was the candidate's own?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Was the *Information for candidates* issued to the candidate(s) prior to signing the declaration of authentication?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

Section D (All qualifications)

If the incident involves disruptive behaviour, did the candidate's behaviour cause disturbance to other candidates?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

If the answer to the above question is yes and you wish to request special consideration for other candidates, please submit an application for special consideration in the normal way.

If the incident involves the introduction of unauthorised material, is the unauthorised material enclosed?

YES	<input type="checkbox"/>
NO	<input type="checkbox"/>

If the answer to the above question is no, please give details below of the nature of the unauthorised material.

If the case involves plagiarism, please provide full details (i.e. title, author, edition, website, etc.) of the material plagiarised and include copies if possible.

If there are any other details you feel are relevant to this allegation, including mitigating circumstances, please give further information below.

Supporting evidence

Please indicate below the supporting evidence submitted with this report. All relevant information and materials **must** be submitted at this time. Evidence submitted subsequently may not be considered.

If submitting this form by email, please ensure that all supporting documents are scanned and attached (preferably as PDF documents) to the same email.

Evidence submitted with this form	
Statement(s) from invigilator(s)	<input type="checkbox"/>
Statement from teacher/tutor/head of subject/assessor/internal verifier	<input type="checkbox"/>
Statement from examinations officer	<input type="checkbox"/>
Statement(s) from candidate(s)	<input type="checkbox"/>
Statement from employer	<input type="checkbox"/>
Seating plan of examination room	<input type="checkbox"/>
Unauthorised material removed from the candidate(s)	<input type="checkbox"/>
Copies of sources of plagiarised material	<input type="checkbox"/>
Assessment and Internal Verification or Moderation records	<input type="checkbox"/>
Other (please give details)	<input type="checkbox"/>

If statement(s) from the candidate(s) is/are not enclosed, please put a cross in this box to indicate that the candidate(s) has/have been given the opportunity to make a statement, but has/have chosen not to do so.

To be completed by the head of centre

Name (please print)		Tel no.	
Signature*		Date	

* Submission by email from the centre's registered email address will be accepted in place of a signature.