



Malpractice, Maladministration & Plagiarism Policy

Policy

Nurture Training and Development is responsible for identifying and informing its stakeholders of Malpractice, Maladministration & Plagiarism in relation to the rules & regulations as outlined by Awarding Organisations AO.

Stakeholders must be made aware of the consequences of non-conforming to the agreements that have been made between Nurture Training and Development & the Awarding Organisation.

This policy has been developed with consideration of the negative impact malpractice and/or maladministration and plagiarism could have on Nurture Training and Development, Learners & Awarding Organisations.

Nurture Training and Development is fully compliant to the regulations as set out by ensuring that a robust procedure is in place to inform stakeholders of the consequences that will be enforced in circumstances related to malpractice and/or maladministration and plagiarism.

Nurture Training and Development has set out clear risk management strategies to ensure that any malpractice and/or maladministration and plagiarism is minimised, identified, reported, investigated and sanctioned with a clear and informative procedure outlining the actions to take in what circumstances.

This policy has also been written in conjunction with the following policies as requested by awarding organisation:

- Centre Agreement
- Sanctions Policy
- Whistle-blower Policy
- Complaints Procedure

Purpose of the Policy

The purpose of this policy is to:

- Define malpractice and maladministration.
- Define plagiarism
- Set out the rights and responsibilities of Nurture Training & Development, employees, and candidates in relation to such matters.
- A description of the procedures to be followed in cases where there is reason to suspect malpractice and/or maladministration and plagiarism.

Maladministration Definition

Maladministration is any activity or practice which results in non-compliance with the contents of the Centre Agreement; centre approval criteria; qualification or assessment requirements and / or other awarding organisation regulations and procedures.



Malpractice Definition

Malpractice is any activity or practice that is unethical and / or illegal which compromises, or could compromise the integrity, reputation and / or the validity of the assessment process, the programme, certificates, the awarding organisation, the centre or the wider education sector. Malpractice could occur at a learner, employee and / or centre level.

Plagiarism Definition

Plagiarism is using the work of other people and trying to claim this to be your own. Plagiarism can occur in all assessment types.

Procedure

Nurture Training and Development has proceeded through awarding organisation information & guidance to inform this policy. Any stakeholder involvement must take the information with the utmost seriousness, failing to do so will result in instant dismissal either from employment or programme.

Candidate Malpractice

“Candidate Malpractice” means malpractice by a candidate in the course of an exam or assessment including the compilation of portfolios, the writing of any exam paper, and in oral or practical exams. Examples of candidate behaviour which should be the subject of an investigation into malpractice are set out below. This is not an exhaustive list and as such does not limit the scope of the definitions set out in this policy. Moreover, as Nurture Training & Development requirements may vary depending on the subject and type of exam or assessment, not all examples may be applicable. Nurture Training and Development reserves the right to define instances of malpractice at its discretion.

- Behaving in such a way that allows the candidate to gain an unfair advantage.
- Altering official documentation.
- Impersonating another candidate.
- Providing a false form of identification.
- Plagiarism identified within any assessment method– Nurture Training & Development will report plagiarism in line with Awarding Organisation Regulations.
- Plagiarising text from another source including the internet.
- Cheating or attempting to cheat by copying another’s work or allowing another candidate to copy his/her work.
- Colluding or attempting to collude with other candidates.
- Talking to or giving anything to or distracting another candidate during the exam.
- Being in possession of and/or using unauthorised aids such as notes or electronic devices in the exam room.
- Obtaining or attempting to obtain confidential exam material (prior to and/or during the exam).
- Disseminating confidential exam material to others.
- Making and audio or video recording of an exam (e.g. on a mobile phone).
- Attempting to influence the supervisor, invigilator or other Nurture Training & Development employees’ assessment by offering incentives of any kind or by using threatening behaviour before, during or after the exam session.
- Removing any materials other than the candidate’s personal belongings from the exam room.
- Using unauthorised photocopies in an exam.



Centre Malpractice

“Centre Malpractice” means malpractice committed by a member of employees (including any sub-contractor, consultant or other person acting on Nurture training & Development’s behalf). Examples of behaviour which would be the subject of an investigation into malpractice are set out below. This is not an exhaustive list and as such does not limit the scope of the definitions set out in this policy. Moreover, as Nurture Training & Development’s requirements may vary depending on the subject and type of exam or assessment, not all examples may be applicable. Nurture Training & Development reserves the right to define instances of malpractice at its discretion.

- Altering official documentation.
- Impersonating another candidate.
- Attempting to influence the supervisor, invigilator or other Nurture Training & Development employees assessment by offering incentives of any kind or by using threatening behaviour before, during or after the exam session.
- Removing confidential exam materials or retaining copies of such.
- Attempting to influence others involved in the delivery of the exams.
- Disseminating confidential exam information.
- Failing to keep exam papers secure before an exam session.
- Tampering with candidates’ papers or allowing candidates to tamper with papers before or after the exam.
- Providing unauthorised assistance to candidates.
- Assisting candidates during exams or assessments by interpreting questions or providing answers.
- Enabling candidates to have access to forbidden material in the exam room.
- Enabling candidates to communicate during exam or assessment sessions.
- Making an audio or video recording of an exam.
- Allowing the impersonation of a candidate.
- Providing false supporting documentation.

Centre Maladministration

Examples of centre behaviour which constitute maladministration are set out below. The list is divided into examples of minor and serious maladministration. However, it should be noted that minor maladministration may constitute serious maladministration if it is persistent or intentional.

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Examples of minor maladministration

- Failing to provide the candidates with sufficient information/resources to complete the details on the question paper, assessment, or answer sheet.
- Failing to start the exam on time.
- Not announcing and/or displaying the start and end time of the exam or assessment.
- Failing to display the “notice to candidates” where it can be clearly seen by candidates.

Examples of serious maladministration

- Not carrying out ID checks as required by Nurture Training & Development.



- Seating candidates too close together.
- Candidates being left unsupervised during the exam or assessment or the invigilator(s) not giving full attention to invigilating.
- Allowing candidates to leave the room unsupervised during an exam or assessment.
- Allowing persons other than the invigilator or candidates into the exam room during the exam or assessment.
- Not completing the exam documentation accurately.

Reporting Suspect malpractice and maladministration

Cases of suspected malpractice and maladministration may be reported by several sources, such as:

- By the invigilator
- By the candidate
- By a marker/moderator.

Investigation procedure for suspected malpractice, maladministration, and plagiarism

Where an allegation of possible malpractice or maladministration is made Nurture Training and Development will appoint a senior manager or a director of Nurture Training and Development to conduct an investigation.

All assessment evidence related to suspected plagiarism will be collected as part of the investigation, including:

- Assessment planning and feedback
- Resources
- Suspected evidence
- Justification to reasoning

Evidence will be formally recorded in writing and a final report will be presented to Nurture Management Team. This will be done for both minor and major occasions of malpractice and/or maladministration and plagiarism.

Awarding Organisations will be informed of any issues as per the appropriate centre guidelines and operating procedures.

Responsibilities

It is the responsibility of all employees to ensure that learner work submitted for purposes of assessment, especially purposes of summative assessment, is in fact their own work. The following details the specific responsibilities of learners and Assessors.

Learner

It is the responsibility of learners:

- To ensure that evidence submitted for purposes of assessment is their own.
- To ensure that the words and arguments of others are appropriately cited and referenced using an accepted referencing system.



Assessor

It is the responsibility of Assessors:

- To stress to their learners the unethical nature of plagiarism.
- To make clear to learners Nurture's policy on plagiarism and the consequences if they fail to comply.
- To ensure that learners have the knowledge and skills required to enable them to cite and reference appropriately.
- To identify and challenge plagiarism immediately.
- To follow the policy and procedure outlined, to ensure the correct revised consequence and action is carried out as informed by circumstances related to minor and major malpractice and/or maladministration and plagiarism.

Plagiarism, collusion, and fabrication of data

Plagiarism occurs when a learner misrepresents as his/her own work the work, written or otherwise, of any other person (including another learner) or of any institution. Examples of forms of plagiarism include:

- The verbatim (word for word) copying of another's work without appropriate and correctly presented acknowledgement.
- The close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement.
- Unacknowledged quotation of phrases from another's work.
- The deliberate and detailed presentation of another's concept as one's own.

Minor Plagiarism

- A small amount of paraphrasing, quotation or use of diagrams, charts etc without adequate citation. Minor plagiarism may result from poor scholarship (i.e. when a learner, through inexperience or carelessness, fails to reference appropriately or adequately identify the source of the material which they use).

Major Plagiarism

- Extensive paraphrasing or quoting without proper citation of the source or lifting directly from a text or other academic source without reference.
- The use of essays (or parts thereof) from essay banks, either downloaded from the internet or obtained from other sources.
- Presenting another's designs or concepts as one's own.
- Continued instances of what was initially regarded as minor plagiarism despite warnings having been given to the learner concerned.
- Collusion – this occurs when, unless with official approval (e.g. in the case of group projects), two or more learners consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical, or substantially similar, form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorised co-operation between a learner and another person in the preparation and production of work which is presented as the learner's own.
- Embellishment of Data - this occurs when a small amount of data is enhanced or exaggerated in order to emphasise data which has been obtained by legitimate means.



- Fabrication of Data – this occurs when a learner creates and presents an extensive amount or significant piece of data in order to conceal a paucity of legitimate data or wholly fabricates a set of data in the absence of legitimate data.
- Where material is taken directly from a text or other source the cited material should be demarcated with quotation marks or in some other accepted way and the source should be cited.
- Learners found to have committed major plagiarism or to have colluded or to have presented fabricated data in an assessment are liable to be severely penalised.
- They may be given a N/A for the assessment/assignment concerned or, in the most serious cases, may even be required to terminate their programme.

Managerial Responsibility

The responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Managing Director Debbie Richards who will ensure that all company directors, department heads, employees and other stakeholders always operate within the policy and arrangements.

- All directors, department heads, employees and other stakeholders are aware of the policy arrangements, and the reasons for the policy.
- All directors, department heads, employees and other stakeholders have a duty to co-operate to ensure that this policy is effective.
- Disciplinary action will be taken against any employee who breaches this policy and serious breaches will be treated as gross misconduct
- Minor malpractice and/or maladministration and plagiarism will be treated in a way that will involve other professionals being notified to provide support to this policy and support to the learner to understand how to avoid malpractice and/or maladministration and plagiarism in other assessments with the opportunity to revise.
- Major malpractice and/or maladministration and plagiarism is zero tolerance, employees will be dismissed, and learners will be removed from programme.
- Liaise with Awarding Organisations transparently, producing all assessment (s) and evidence in relation to malpractice and/or maladministration and plagiarism.
- To respond, conduct and report on investigations according to the evidence that is presented.
- To refer to the complaint's procedure.
- To keep everyone involved informed of progress in a timely manner as informed by Nurture Training and Development complaints procedure.
- To inform all those involved of the outcome in a timely manner.