

Policy and Procedure on Examination and Assessment Malpractice by Staff

- 1) Background
 - a) The Joint Council for Qualifications (JCQ) recommends that allegations of malpractice by staff involved in the conduct of public examinations are investigated by an appropriate member of staff who is not part of the team in which malpractice is alleged to have taken place. This is at variance with the College's disciplinary policy which expects that "Before taking formal disciplinary action, every effort will be made by the line manager to resolve the matter by informal discussions with the employee, if appropriate." (Paragraph 6.1)
 - b) This policy and procedure ensures that the College is able to deal with any allegations of malpractice by staff in a manner that is consistent with the JCQ recommendation.

- 2) Scope
 - a) This policy and procedure covers malpractice by staff in relation to examinations and assessment. It is intended to cover all public examinations and coursework or portfolio development that contributes to the award of a qualification.
 - b) Malpractice involves acts that undermine the integrity and/or the validity of assessment, the certification of qualifications or which undermines the authority of staff responsible for the conduct or administration of examinations and assessment.
 - c) Malpractice can cover any infringement of the regulations covering assessment or examination in relation to public examinations or qualification awards.
 - d) The following examples of malpractice are provided for illustrative purposes but are not intended to be exhaustive:
 - i) Providing written or oral advice to candidates during a public examination
 - ii) Providing assistance to learners in the production of coursework or portfolio development that is outside the scope of the assistance allowed by the requirements of the awarding body or regulatory authorities
 - iii) Falsification of records, including entries, record forms or certificates
 - iv) Fraudulent claims for certification
 - v) Obtaining access to assessment, examination, test materials in advance of the due date or time
 - vi) Failing to act on the instructions of an authorised member of the Examinations Team, including invigilators

vii) Removing examination or test papers from an examination room without authority.

3) Investigations

- a) Where an allegation of malpractice is made, an investigation will be undertaken by the Quality Improvement Manager or the Vice-Principal (Curriculum).
- b) The investigation will otherwise follow the procedures outlined in the College's disciplinary procedure.

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