



## MALPRACTICE POLICY

<b>Policy review area</b>	Students
<b>Lead manager</b>	Head of Quality
<b>Approval level</b>	Board of Governors through Academic Board
<b>Start date</b>	March 2023
<b>Review cycle</b>	1 year
<b>Next review</b>	March 2026

## **GUIDANCE NOTES AND PROCEDURES RELATING TO MALPRACTICE**

1. Academic Malpractice is unacceptable and is taken very seriously by Acquire Learning College. Attempting to or carrying out any malpractice activity is not permitted by Acquire Learning College or any of the accrediting bodies with whom Acquire Learning College is associated. The following are examples of malpractice by learners. This list is not exhaustive and other instances of malpractice may be considered by Acquire Learning College at its discretion:
  - a. plagiarism - by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work, thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source.
  - b. collusion by working collaboratively with other learners to produce work that is submitted as individual learner work. Learners are not discouraged from teamwork as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes etc., are an essential part of teamwork and this must be made clear to the learners.
  - c. impersonation by pretending to be someone else to produce the work for another or arranging for another to take one's place in an assessment/examination/test.
  - d. fabrication of results and/or evidence
  - e. failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or any Acquire Learning College conditions in relation to the assessment/examination/test rules, regulations, and security.
  - f. misuse of assessment/examination material
  - g. introduction and/or use of unauthorised material contrary to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators.
  - h. use of dictionaries (when prohibited), personal stereos, mobile phones, or other similar electronic devices.
  - i. obtaining, receiving, exchanging, or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions.
  - j. behaving in such a way as to undermine the integrity of the assessment/examination.
  - k. the alteration of any results or documents, including certificates.
  - l. cheating to gain an unfair advantage.

## **Malpractice Procedures**

2. It is the responsibility of the Internal Quality Assurer or a nominee to carry out an investigation into allegations of malpractice. If Acquire Learning College discovers or suspects anyone of malpractice, Acquire Learning College will make the accused fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven. The alleged transgression will initially be investigated by the senior academic manager. The accused person will be given the opportunity to respond to the allegations made at this stage. If agreement is reached and the malpractice is of a relatively minor nature, the perpetrator will be given corrective advice accordingly. Otherwise, if the senior academic manager concludes that the malpractice is proven, the perpetrator will be advised in writing of the penalty to be applied. He/she will also be advised that it is possible to appeal against the decision and/or the penalty.
3. Appeals will be heard by the Academic Panel, consisting of members of the academic staff and the senior academic manager. The accused person has the right to present their case to the Panel and to be accompanied by a representative of their choice. If the Panel concludes that the malpractice is proven, the perpetrator will be advised in writing of the penalty to be applied. He/she will also be advised that it is possible to appeal against the decision and/or the penalty to the CEO and Principal.
4. The CEO and Principal will investigate of the alleged malpractice, and the decision thereof will be final.

## **Penalties and Sanctions**

5. On exhaustion of the abovementioned investigative process, the person accused of malpractice will be informed whether the allegation is well founded. If the allegation is well founded, disciplinary action will be taken against the person concerned.
6. Depending on the extent of the malpractice and the circumstances relating thereto, a proven transgressor may be liable to one the following penalties:
  - a. Partial resubmission of any written work/assignment
  - b. Complete resubmission of any written work/assignment
  - c. Cancellation of the specific exam result
  - d. Retake of the exam at some future date
  - e. Depending on the circumstances and the seriousness of the malpractice, this may result in expulsion from the college attended.