

Malpractice and Plagiarism Policy

APPROVAL AND REVIEW

After meeting with the managers we felt that the policy should not be limited to only trainers, but it should apply to all ILC personnel and learners.

SCOPE

ILC Training considers any element of plagiarism and other forms of assessment malpractice to be a serious issue, and this procedure defines malpractice/plagiarism from both learner and staff perspective, and how instances of this would be dealt with. It should be read in conjunction with the relevant Staff and learner Disciplinary Policy and Procedures.

This procedure is applicable to all learners and staff at ILC Training and applies to all internal assessments, and internal and external examinations. Where awarding bodies have their own published procedures these will take precedent over ILC Training policy.

POLICY STATEMENT

The main objectives of the policy are:

1. To identify and minimise the risk of malpractice/plagiarism by staff or learners
2. To respond effectively to any incident of alleged malpractice/plagiarism promptly and objectively
3. To standardise the recording and reporting of any investigation of malpractice /plagiarism to the relevant awarding bodies
4. To impose appropriate penalties/sanctions on staff or learners where incidents (or attempted incidents) of malpractice/plagiarism are proven.
5. To protect the integrity of ILC Training and the qualifications delivered

TERMS AND DEFINITIONS

TERM	DEFINITION
Malpractice	Any act, or failure to act, that threatens or compromises the integrity of the assessment process or the validity of ILC Training qualifications and their certification.
Plagiarism	Where a learner has included published material in submitted work, but has not cited the source, therefore, falsely claiming that the work is their own. This includes another learners work in submitted work falsely claiming it is their own and can also mean using the same assessed work in a different assessment. learners can normally only use work once for assessment.

Policy Introduction

ILC Training treats all cases of suspected malpractice very seriously and will investigate all suspected and reported incidents of possible malpractice. The purpose of this Policy [and Procedure] is to set out how allegations of malpractice in relation to all ILC Training qualifications are dealt with..

Malpractice By Learners

Some examples of learner malpractice/plagiarism are described below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

1. Obtaining examination or assessment material without authorization.
2. Arranging for an individual other than the learner to sit an assessment or to submit an assignment not undertaken by the learner.
3. Impersonating another learner to sit an assessment or to submit an assignment on their behalf.
4. Collaborating with another learner or individual, by any means, to complete a coursework assignment or assessment, unless it has been clearly stated that such collaboration is permitted.
5. Damaging another learner's work.

6. Inclusion of inappropriate or offensive material in coursework assignments or assessment scripts.
7. Failure to comply with published ILC Training examination regulations.
8. Disruptive behavior or unacceptable conduct, including the use of offensive language, at center or assessment venue (including aggressive or offensive language or behavior).
9. Producing, using or allowing the use of forged or falsified documentation, including but not limited to: personal identification; supporting evidence provided for reasonable adjustment or special consideration applications; and ILC Training results documentation, including certificates.
10. Falsely obtaining, by any means, an ILC Training certificate.
11. Misrepresentation or plagiarism
12. Fraudulent claims for special consideration while studying.
13. Possession of any materials not permitted in the assessment room, regardless of whether or not they are relevant to the assessment, or whether or not the learner refers to them during the assessment process, for example notes, blank paper, electronic devices including mobile phones, personal organizers, books, dictionaries / calculators (when prohibited).
14. Communicating in any form, for example verbally or electronically, with other learners in the assessment room when it is prohibited.
15. Copying the work of another learner or knowingly allowing another learner to copy from their own work.
16. Failure to comply with instructions given by the assessment invigilator, ie, working beyond the allocated time; refusing to hand in assessment script / paper when requested; not adhering to warnings relating to conduct during the assessment.

Malpractice By ILC Training Staff, Trainers and Stakeholders

Examples of malpractice by, trainers, tutors and other officers, (including invigilators and examination administrators) are listed below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

1. Failure to adhere to the relevant ILC Training regulations and procedures, including those relating to center approval, security undertaking and monitoring requirements.
2. Knowingly allowing an individual to impersonate a learner.
3. Allowing a learner to copy another learner's assignment work, or allowing a learner to let their own work be copied.

4. Allowing learners to work collaboratively during an assignment assessment, unless specified in the assignment brief.
5. Completing an assessed assignment for a learner or providing them with assistance beyond that 'normally' expected.
6. Damaging a learner's work.
7. Disruptive behavior or unacceptable conduct, including the use of offensive language (including aggressive or offensive language or behavior).
8. Allowing disruptive behavior or unacceptable conduct at the center to go unchallenged, for example, aggressive or offensive language or behavior.
9. Divulging any information relating to learner performance and / or results to anyone other than the learner.
10. Producing, using or allowing the use of forged or falsified documentation, including but not limited to: personal identification; supporting evidence provided for reasonable adjustment or special consideration applications; and ILC Training results documentation, including certificates
11. Falsely obtaining by any means a CIPS certificate.
12. Failure to report a suspected case of learner malpractice, including plagiarism, to ILC Training.
13. Moving the time or date of a fixed examination.
14. Failure to keep examination question papers, examination scripts or other assessment materials secure, before during or after an examination.
15. Allowing a learner to possess and / or use material or electronic devices that are not permitted in the examination room.
16. Allowing learners to communicate by any means during an examination in breach of regulations.
17. Allowing a learner to work beyond the allotted examination time.

Possible malpractice sanctions

Following an investigation, if a case of malpractice/plagiarism is upheld, ILC Training may impose sanctions or other penalties on the individual(s) concerned. Where relevant we will report the matter to Awarding Bodies, and those awarding bodies may impose one or more sanctions upon the individual(s) concerned. Any sanctions imposed will reflect the seriousness of the malpractice that has occurred.

Listed below are examples of sanctions that may be applied to a learner, or to a trainer, tutor, invigilator or other officer who has had a case of malpractice upheld against them. Please note that:

- this list is not exhaustive and other sanctions may be applied on a case-by-case basis.

- where the malpractice affects examination performance, the awarding body may impose sanctions of its own.

Possible study center sanctions that may be applied to learners

1. A written warning about future conduct.
2. Notification to an employer, regulator or the police.
3. Removal from the course.

Possible sanctions that may be applied to trainers, tutors invigilators, and other officers

1. A written warning about future conduct.
2. Imposition of special conditions for the future involvement of the individual(s) in the conduct, teaching, supervision or administration of learners and/or examinations.
3. Informing any other organization known to employ the individual in relation to ILC Training courses or examinations of the outcome of the case.
4. ILC Training may carry out unannounced monitoring of the working practices of the individual(s) concerned.
5. Dismissal.

Procedure

Reporting a suspected case of malpractice/plagiarism

This process applies to teachers, tutors, invigilators, learners and other centre staff, and to any reporting of malpractice by a third party or individual who wishes to remain anonymous.

Any case of suspected malpractice/plagiarism should be reported in the first instance to ILC Training management.

A written report should then be sent to the person identified, clearly identifying the factual information, including statements from other individuals involved and / or affected, any evidence obtained, and the actions that have been taken in relation to the incident.

Suspected malpractice/plagiarism must be reported as soon as possible to the person identified, and at the latest within two working days from its discovery. Where the suspected malpractice has taken place in an examination, the incident be reported urgently and the appropriate steps taken as specified by the awarding body.

Wherever possible, and provided other students are not disrupted by doing so, a student suspected of malpractice should be warned immediately that their actions may constitute malpractice, and that a report will be made to the center.

In cases of suspected malpractice by centre teachers, tutors invigilators and other officers, and any reporting of malpractice by a third party or individual who wishes to remain anonymous, the report made to the person should include as much information as possible, including the following:

- the date time and place the alleged malpractice took place, if known.
- the name of the teacher/tutor, invigilator or other person(s) involved
- a description of the suspected malpractice; and
- any available supporting evidence.

In cases of suspected malpractice/plagiarism reported by a third party, or an individual who wishes to remain anonymous, ILC Training will take all reasonable steps to authenticate the reported information and to investigate the alleged malpractice.

Administering suspected cases of malpractice/plagiarism

ILC Training will investigate each case of suspected or reported malpractice, to ascertain whether malpractice has occurred. The investigation will aim to establish the full facts and circumstances. We will promptly take all reasonable steps to prevent any adverse effect that may arise as a result of the malpractice, or to mitigate any adverse effect, as far as possible, and to correct it to make sure that any action necessary to maintain the integrity of ILC Training qualifications and reputation is taken.

ILC Training will acknowledge all reports of suspected malpractice within five working days. All of the parties involved in the case will then be contacted within 10 working days of receipt of the report detailing the suspected malpractice. We may also contact other individuals who may be able to provide evidence relevant to the case.

The individual(s) concerned will be informed of the following:

- that an investigation is going to take place, and the grounds for that investigation;
- details of all the relevant timescales, and dates, where known;
- that they have a right to respond by providing a personal written response relating to the suspected malpractice (within 15 working days of the date of that letter);

- that, if malpractice is considered proven, sanctions may be imposed either ILC Training or by the awarding body, reflecting the seriousness of the case;
- that, if they are found guilty, they have the right to appeal.
- that ILC Training has a duty to inform any awarding body and other relevant authorities / regulators, but only after time for the appeal has passed or the appeal process has been completed. This may also include informing the police if the law has been broken and to comply with any other appropriate legislation.

Where more than one individual is contacted regarding a case of suspected malpractice, for example in a case involving suspected collusion, we will contact each individual separately, and will not reveal personal data to any third party unless necessary for the purpose of the investigation.

The individual has a right to appeal against a malpractice outcome if they believe that the policy or procedure has not been followed properly or has been implemented to their detriment.

Records of all malpractice cases and their outcomes are maintained by ILC Training for a period of at least five years, and are subject to regular monitoring and review.

Monitoring Review and Evaluation

Internal monitoring/verification of assessment activity will include malpractice/plagiarism checks. Evidence of both assessment and internal verification/moderation must be available for auditing by the Quality Assurance Manager.

The Quality Manager will review these procedures annually.

Related Policies and Other References

Verification and Moderation Policy

Quality Assurance Policy

Learner Code of Conduct