

**Policy No: LIEURAPP22024**

## **Policy Name: Malpractice by Employees in Certification and Assessment**

### **1.0 Purpose**

This policy applies to all forms of assessment and certification of accredited qualifications which apply to students of LI Europe. It applies to acts of malpractice and attempted acts of malpractice.

### **2.0 Introduction**

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification.

The business will not tolerate actions (or attempted actions) of malpractice by:

- Learners.
- Employees.

The business seeks to take positive steps to prevent malpractice by assessors and other staff, and any proven instances will be viewed as a serious breach of professional conduct and will be subject to Disciplinary Procedure.

### **3.0 Examples of Employee Malpractice**

- Alteration of End Point Assessment grading criteria.
- Producing students work for assessment.
- Producing falsified witness statements, for example for evidence the learner has not generated.
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework.
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Failing to keep learner computer files secure.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.
- Failing to keep assessment/examination/test papers secure prior to the assessment/ examination/test.
- Obtaining unauthorised access to assessment/examination/test material prior to an assessment/ examination/test.

This list is not exhaustive and other instances of malpractice may be considered as they arise. Staff are required to act in accordance with the business' values of Honesty and Integrity.

Malpractice may be deliberate or by negligence on the part of staff, but all instances will be investigated in the same way.

### **4.0 Dealing with Malpractice**

Any allegation of malpractice by staff will be investigated according to the Disciplinary Procedure (see separate procedure). This will be treated as potential Gross Misconduct and will be investigated by the Company Director. If evidence of malpractice is found, the procedure for a Disciplinary Hearing and any subsequent penalties and appeals will be carried out according to the Disciplinary Procedure.

In all such cases, the End Point Assessor will be informed, and the release of results/certificates may be withheld. This will be subject to the policies and procedures of the End Point Assessor.

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The business retains the right to involve the student and others in the investigation process, and students will have the right to be accompanied.

**5.0 Reporting**

All instances of malpractice must be reported to the Office Manager for central recording.

**6.0 Whistleblowing**

All employees and apprentices/learners are encouraged to report instances of malpractice. Please see the Whistleblowing Procedure for more details.

**7.0 Review**

This policy, including any records of instances of actual or attempted malpractice, will be reviewed annually by the Senior Executive team.

**8.0 Related Policies and Procedures**

LIEURAPP22001 – Apprenticeship Continuity Plan

LIEURAPP22002 – Equality and Diversity Policy

LIEURAPP22003 – Safeguarding Adults Policy

LIEURAPP22004 – Prevent Duty Policy

LIEURAPP22005 – Health & Safety Policy

LIEURAPP22006 – Concerns, Complaints and Compliments Policy

LIEURAPP22007 – Recognition of Prior Learning Policy

LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy

LIEURAPP22009 – Employee Professional Development Policy

LIEURAPP22011 – GDPR Policy

LIEURAPP22014 – Safer Recruiter Policy

LIEURAPP22017 – Functional Skills Subcontracting Policy

LIEURAPP22018 – Intervention Policy

LIEURAPP22019 – Plagiarism and Malpractice Policy

LIEURAPP22020 – External Speaker Policy

LIEURAPP22021 – Bullying and Harassment Policy

LIEURAPP22022 – Additional Learning Support Policy

LIEURAPP22023 – Whistleblowing Policy

LIEURAPP22024 – Malpractice in Certification and Assessment Policy

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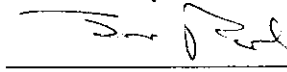
LIEURAPP22025 – Recruitment of Ex-Offenders Policy

LIEURAPP22026 – Academic Appeals Policy

LIEURAPP22027 – Apprenticeship Code of Conduct

LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director 

Date 22 / 11 / 23

