



Assessment Malpractice

Policy and Procedures 2024-2025

Quality Managers

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1. Purpose

- 1.1 This policy aims to define malpractice in the context of assessment and certification for all qualifications including our Apprenticeship and Higher Education programmes and to set out the rights and responsibilities, with regard to malpractice of the student and apprentices.
- 1.2 Guidance on malpractice relating to external examinations will be referred to the Awarding Organisation (AO).
- 1.3 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.

2. Policy

- 2.1 All staff must be vigilant regarding assessment malpractice. Where malpractice occurs, it must be dealt with in an open and fair manner irrespective of a student or apprentices' race, ethnicity, gender, sexual orientation, age, disciplinary, religion or beliefs and offers the appropriate support and guidance for all students and apprentices to access opportunities in this way.
- 2.2 City of Wolverhampton College does not tolerate actions (or attempted actions) of malpractice by students in connection with their qualifications. The College may impose penalties and/or sanctions on students or apprentices where incidents (or attempted incidents) of malpractice have been proven.
- 2.3 City of Wolverhampton College does not tolerate actions (or attempted actions) of malpractice if staff in connection with any qualifications.
- 2.4 Malpractice offences can be deemed as:
 - 2.4.1 Cheating in an examination: Copying from the work of other students or apprentices, obtaining help from other students or apprentices in a way that contravenes the regulations for the examination, bringing into the examination any unauthorised materials, or referring during the examination to any unauthorised material, or any form of impersonation.
 - 2.4.2 Plagiarism: using work from any other source published in a manner not authorised by the regulations for assessment and presenting the 'used' work as if it were the student or apprentice's own work. Work presented by a student or apprentices in assessment must be their own, and where exceptions are permitted, any such exceptions must be clearly identified, and the source fully acknowledged (including downloads from any internet site).
 - 2.4.3 Fabrication of information: Presentation of any false or fabricated information, results, or conclusions in any form of assessment, including practical or field work studies, oral presentations, unpublished work, and including the work of fellow students, interviews and reports from work placements etc.
 - 2.4.4 Collusion: This is the deliberate and intentional collaboration, without official approval, between two or more students or apprentices in the development and production of work that is eventually submitted by each student or apprentice, in

a substantially similar and/or identical form; and is presented by each student or apprentices to be the outcome of his or her individual efforts. Collusion also occurs where there is unauthorised co-operation between a student or apprentice and another person, in or outside of College, in the preparation and production of work, which is ultimately presented, as their own.

- 2.4.5 Impersonation: 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.
- 2.4.6 Failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or awarding body conditions in relation to the assessment, examination, test rules, regulations, or security.
- 2.4.7 The alteration of any results document, including certificates.
- 2.4.8 Generative AI's unauthorised use, like that of other chatbots or artificial intelligence software, would be considered a form of malpractice.
- 2.4.9 AI and Academic Misconduct; When work is submitted via Google Classroom, email or hard copy learners are reminded that: 'Academic Misconduct is strictly prohibited, including the use of essay mills, homework help sites, plagiarism, collusion, falsification, impersonation or any other action which might give learners an unfair advantage'.
- 2.4.10 Using AI tools to help with idea generation or planning may be an appropriate use, though the context and the nature of the assessment must be considered. It is not acceptable to use these tools to write assignments from start to finish. Words and ideas generated by some AI tools make use of other human authors' ideas without referencing them can be a form a plagiarism.
- 2.4.11 Teachers will provide specific guidance on what tools, if any, are allowed in the context of learners' assignments, but the following applies across all of CoWC's assessments.
- 2.4.12 An unfair advantage is:
 - When you hide something and aren't transparent about your approach.
 - When you take something directly from someone (or something) else and don't reference or acknowledge.
 - When you don't use something in an appropriate way.
 - When you don't follow the assessment guidance.

Document(s) can mean hard copy or electronic.

3. Procedure

- 3.1 Attempting to or carrying out any malpractice activity by students or apprentices is not permitted by the College.
- 3.2 The following are examples of malpractice by students or apprentices; this list is not exhaustive and other instances of malpractice may be considered by the College at its discretion. Action taken is appropriate to the malpractice.
 - 3.2.1 Cheating in Examinations - If an invigilator in an examination has cause to suspect any student or apprentice of cheating, for example by the discovery of unauthorised books or papers brought into the examination, these will be

confiscated when discovered and any work done by the student or apprentice up to that time will be suitably annotated. The student or apprentice will, however, be allowed to complete the examination. At the end of the examination the student or apprentice may be asked for an explanation. Unless a totally satisfactory response is received, the invigilator will submit a written report to the Examinations Officer. This report will include a description of the evidence that cheating has occurred, together with details of the student or apprentice's name, the date and time of the examination and any other relevant information. Where material is confiscated, this material should be presented along with the written report. The Examinations Officer will forward this information to the relevant examining body in line with the appropriate examination regulations.

- 3.2.2 Plagiarism / Fabrication - If a member staff marking an assessment, or otherwise associated with the presentation of an assessment and suspect's plagiarism, the matter will be reported to the relevant Curriculum Manager. The report must include the appropriate details, including the nature of the alleged offence and the evidence for suspecting it.
- 3.2.3 Collusion - Where a member of staff marking an assignment, or any piece of work associated with the assessment of modules, suspects' unauthorised collusion in the production of that piece of work, between two or more students or apprentices, the matter will be reported to the relevant Curriculum Manager. The report should include: the nature of the alleged offence; the names of the students suspected of colluding; and the evidence upon which the allegation is based.
- 3.3 Malpractice by students or apprentices, the College's Disciplinary Policy and Procedures shall be adhered to.
- 3.4 Attempting to or carrying out any malpractice activity by staff is not permitted by the College.
- 3.5 The following are examples of malpractice by staff; this list is not exhaustive and other instances of malpractice may be considered by the College at its discretion:
 - Failing to keep any AO mark schemes secure
 - Alteration of any AO mark schemes
 - Alteration of any AO assessment and grading criteria
 - Assisting students in the production of work for assessment, where the support has the potential to influence the outcomes of assessment
 - The sole use of AI to mark students' work.
- 3.6 Malpractice by staff, the College's Staff Disciplinary and Capability Policy shall be adhered to.
- 3.7 In all cases of malpractice, the Deputy Principal will decide if the relevant AO is to be informed, unless there is clear stipulation made by the AO.

- 3.8 If the College discovers or suspects anyone of malpractice, it will make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- 3.9 If the College is alleging an individual may have been involved in act of malpractice, there will be the opportunity for the individual(s) to respond to the allegations made.
- 3.10 The College will also inform such individuals of the avenues for appealing should a judgment be made against them. It may be necessary during this process to notify the funding authorities. The College may have to notify the Police in some cases of malpractice. It is accepted that awarding bodies may apply sanctions to the College.
- 3.11 Guidance to prevent malpractice:
- 3.11.1 The College requires staff to ask students or apprentices to declare that their work is their own, for instance:
- For internally assessed units, staff are responsible for checking the validity of the student's work.
 - And/or students or apprentices must provide a written declaration that the evidence is authentic, and that the assessment was conducted under the requirements of the assessment specification.
- 3.11.2 The College will take positive steps to prevent or reduce the occurrence of student malpractice. These steps will include:
- Using the induction period to inform students and apprentices of the College's policy on malpractice and the penalties and provide access to the policy.
 - Showing students and apprentices, the appropriate formats to record cited texts and other materials or information sources including websites.
 - Introducing procedures for assessing work in a way that reduces or identifies malpractice.

4. Maladministration

- 4.2.1 Maladministration refers to any unintentional action, negligence, lapse, or other behaviour that leads to the College or student/apprentice failing to adhere to the prescribed standards for the delivery, assessment, or certification of qualifications outlined in the relevant codes of practice, where applicable.
- 4.2.2 The following are examples of maladministration by students or apprentices; this list is not exhaustive and other instances of maladministration may be considered by the College at its discretion. Action taken is appropriate to the maladministration.
- Consistent non-compliance with learner registration and certification procedures.

- Ongoing failure to meet centre recognition, qualification requirements, or associated stipulated actions.
- Delayed learner registrations, both sporadic and continual.
- Unjustified delays in responding to requests or communications.
- Submission of inaccurate claims for certificates.
- Neglecting to uphold proper auditable records, such as certification claims or falsifying evidence.
- Intentional withholding of information, whether by deliberate action or omission

5. Conflicts of Interest Procedure

- 5.2.1 City of Wolverhampton College considers it to be essential that it adopts a proactive approach to ensure that conflicts of interest are avoided where possible and when not, are managed effectively.
- 5.2.2 The College defines a conflict of interest as any situation in which an organisation or individual's personal interests, or interests that they owe to another body, may (or maybe perceived to) influence or affect their decision making on matters related to the College.
- 5.2.3 The College shall operate this procedure with a 'Risk Based' approach. Therefore, disclosure is expected by Governors and where appropriate Employees, External Quality Assurers/Examiner, Partners etc. may be required complete and sign a *Disclosure Form - Declaration of Interest*. All decisions would then be recorded in the risk register.
- 5.2.4 The College shall take all reasonable steps to robustly manage the conflict to mitigate any adverse effect to the College. Any actions will be approved by the Chief Executive and Principal and recorded in a confidential file. The individual(s) concerned will be notified of the decision. The decision may be appealed up to four weeks after notification. The final decision will be made by the Chief Executive and Principal.
- 5.2.5 The information provided will be processed in accordance with GDPR. The information provided will be treated as 'confidential' and not be used for any other purpose.
- 5.3 In exceptional circumstances for example in pandemics, these procedures may be adjusted slightly due to working restrictions.