

Malpractice Policy

Policy Review Committee

Chairman **Mike Burrows**

Secretary **Tracey Crutchley**

Section 1 – Introduction

This policy concerns any suspected malpractice on the part of employees, volunteers or students, or any others involved in providing any course leading to a qualification at the Windmill Hill Telematics Centre.

Access

Forum personnel, volunteers and students are made aware of the existence of this policy and have open access to it:

- On paper in a folder in the Telematics Centre
- Electronically on the Forum website at www.whcf.org.uk/policies

This policy is reviewed annually and may be revised in response to feedback from students, tutors, and external organisations.

Section 2 – Policy Statement

Windmill Hill Forum & Telematics Centre will not tolerate malpractice as defined in Section 1 - Introduction. Where malpractice is suspected or proven it will be dealt with by following the procedures set out in Sections 3.1 and 3.2 of this document.

Malpractice is deemed to be actions and practices contrary to established rules which threaten and undermine the integrity of internal or external assessments and certification and/or the authority of those responsible for their operation.

The following actions will constitute malpractice by employees or volunteers. The list is not intended to be exhaustive:

- Moving the time or date of a fixed assessment (beyond the time permitted by the regulation) without seeking the advance agreement of the awarding body.
- Failing to keep assessment papers secure prior to an assessment.
- Obtaining unauthorised access to assessment material prior to an assessment.
- Assisting learners in the production of coursework beyond that defined within the specification or covered by reasonable adjustments for learners with particular requirements.
- Assisting learners with their answers.

The following actions will constitute malpractice by a student. The list is not intended to be exhaustive:

- Misuse of assessment material.
- Disruption of the class during an assessment.
- Plagiarism.
- Cheating in formal assessments.
- Collusion.
- Theft of another learner's work.
- Alteration of results documents.

Section 3.1 – Procedure for alleged malpractice by employees or volunteers

An investigation of any allegation of malpractice will be carried out by the Telematics Centre Manager in liaison with a nominee from the awarding body.

The Telematics Centre Manager will inform the member of staff involved of the alleged malpractice and the possible consequences if the malpractice is proven.

The Telematics Centre's disciplinary procedures will be applied should the malpractice be proven.

Section 3.2 – Procedure for alleged malpractice by a Student

The Telematics Centre Manager will seek to establish all facts relating to the allegation. The centre will inform the student involved of the alleged malpractice and the possible consequences if the malpractice is proven.

The student will be given the opportunity to respond to the allegation having been given full and complete details of the allegation made.

The Telematics Centre Manager will compile a report and inform the awarding body.

In cases where the alleged malpractice is proven, the learner has the right to appeal against the decision and will be given a copy of the Appeals & Complaints Procedure.

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Revised by Mike Burrows

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