



St Helens College



University Centre  
St Helens

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# Academic Malpractice and Maladministration Policy



METROMAYOR  
LIVERPOOL CITY REGION



## **ACADEMIC MALPRACTICE AND MALADMINISTRATION POLICY**

Academic malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications; and/or damage the reputation or credibility of St Helens College or Knowsley Community College.

### **This policy aims to ensure that:**

- The risk of academic malpractice by staff or students is identified and minimised.
- Any incident of alleged academic malpractice is promptly and objectively responded to.
- Appropriate sanctions are imposed on students or staff where incidents (or attempted incidents) of academic malpractice are proven.
- Conflict of interest in relation to assessment and/or examination practice is avoided.

### **Staff responsibility**

All members of staff are required to work within the terms of this Policy to ensure the integrity and validity of assessment, the certification of qualifications and prevent damage to the authority of those responsible for conducting the assessment and certification.

Staff must ensure that they:

- Are aware of and comply with the Awarding Organisation and College requirements for internal and external assessment including access, examination and invigilation arrangements.
- Comply with Awarding Organisation administration processes and report any instances of maladministration.
- Take part in induction and assessment updating activities.
- Inform students of the Academic Malpractice and Maladministration Policy.
- Design assessment opportunities that limit the opportunity for academic malpractice.
- Check the validity of students work.
- Declare any conflict between personal, professional or business interest that will influence assessment practice.
- Co-operate fully with an enquiry into an allegation of academic malpractice.

### **Tutor responsibility**

- Seek to avoid potential academic malpractice by using the induction period and published information to ensure students are aware of and understand the policy on academic malpractice and the penalties for attempted and actual incidents of academic malpractice.
- Show students the appropriate formats to record cited texts and other materials or information sources.
- Ask students to declare that their work is their own and wherever possible submit work through software that checks for plagiarism.

## **Investigating alleged academic malpractice**

Any alleged incident of academic malpractice will be investigated in line with the relevant College policies relating to student or staff behaviour.

The College will:

- Conduct an investigation in an open, fair and equitable manner. This will be conducted by a manager ideally from the curriculum area if they do not form part of the allegation. If this is the case, the Head of Quality Improvement will allocate the case to an independent manager to oversee this process.
- Make the individual fully aware at the earliest opportunity of the nature of the alleged academic malpractice and of the possible consequences should academic malpractice be proven.
- Give the individual the opportunity to respond to the allegations made.
- Inform the individual of the appeals process against any judgment made.
- Document all stages of any investigation.
- Report suspicions or actual incidents of academic malpractice to the Awarding Organisation within the specified timeframe as per their policy.
- Where academic malpractice is proven, the College will apply sanctions in accordance with the Awarding Organisation and/or the College's procedures.

### **Definition of Academic Malpractice by Students**

This list is not exhaustive and other instances of academic malpractice may be considered:

- Plagiarism – the presentation of another person's work by another, or using the work of others without properly acknowledging the source, with or without their permission.
- Cheating – obtaining access to the work of another person by deceitful means for use in examination or other assessment.
- Collusion – the unauthorized and unattributed collaboration of students or others in a piece of assessed work.
- Falsification – an attempt to present fictitious or distorted data, evidence, references, experimental results or other material contributing to a piece of assessed work.
- Deceit – seeking to gain an advantage through the misrepresentation or non-disclosure of relevant information.
- Commissioning – using a person or persons to undertake an assessment which is then submitted in whole or part of a submission.

### **Definition of Academic Malpractice by Staff**

This list is not exhaustive and other instances of malpractice may be considered:

- Improper assistance to students.
- Inventing or changing marks for internally assessed work where there is insufficient evidence of the students' achievement to justify the marks given or assessment decisions made.
- Failure to keep student coursework/portfolios of evidence secure.
- Fraudulent claims for certificates.
- Inappropriate retention of certificates.
- Failure to follow Awarding Organisation policies and procedures for administering the internal or external assessment processes.

- Assisting students in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves staff producing work for the student.
- Producing falsified witness statements, for example for evidence the student has not generated.
- Allowing evidence, which is known by the staff member not to be the student's own, to be included in a student's submitted work.
- Facilitating and allowing impersonation.
- Misusing the conditions for special student requirements.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Fraudulent certificate claims, that is claiming for a certificate prior to the student completing all the requirements of assessment.
- Failing to keep assessment and/or examination papers secure prior to the assessment/examination.
- Obtaining unauthorised access to assessment and/or examination material prior to an assessment and/or examination.
- Failing to report any known issues of potential malpractice during examinations.