

# ETT Malpractice Policy 2017/18

**Signed:** 

**Date:** November 2017

**Position:** Chief Executive

**Review Date:** November 2018

## Introduction

This policy is for customers who are registered on ETT courses and who may be involved in suspected or actual malpractice. The document is also used by ETT staff to ensure they deal with all malpractice investigations in a consistent and appropriate manner.

It sets out the steps centres, associated with third parties and learners or other personnel must follow when reporting suspected or actual cases of malpractice and ETT's responsibilities in dealing with such cases. This policy should be used along with the **JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedures** which can be found on the JCQ website - <http://www.jcq.org.uk/exams-office/malpractice>

## Centre & Associated Third Party Responsibility

It is important that anyone involved in the management, assessment and quality assurance of ETT qualifications, and learners, are fully aware of the contents of the policy and that appropriate arrangements are in place to prevent and/or investigate instances of malpractice.

## Types of Malpractice

Centre staff who discover or suspect malpractice must immediately report this to the Centre Manager. The Centre Manager is required to notify the awarding body, at the earliest opportunity, for all suspect or actual incidents of malpractice.

Malpractice by learners may take place:

- a) During the Learning Event & Assessment e.g.
  - deliberate destruction of another's work
  - impersonation
  - inappropriate behaviour
  - disruptive and/or offensive behaviour
  
- b) During the Assessment e.g.
  - plagiarism of any nature
  - collusion with others
  - copying
  - introduction of unauthorised material into the examination room

- passing information to other learners
- failure to abide by the instructions of an invigilator

With regards to suspect or actual **malpractice during examinations/assessments**, the following steps will be taken:

- The trainer/invigilator/assessor will obliged the candidate/s to leave the room if their continuing presence is likely to hinder others.
- If any of the rules of examination conduct are broken by a candidate, trainer, invigilator or assessor the examination/ assessment may be declared void.

### **Discovering Malpractice**

Anyone who identifies or is made aware of suspected or actual malpractice **must notify the Centre Manager**. All allegations must be made in writing/email and where possible include:

- Centre's or associated third parties name, address and number
- Learner's name and registration number
- Details of the course/qualification affected or nature of the service affected
- Nature of the suspected or actual malpractice and associated dates
- Details and outcome of any initial investigation carried out by the centre or anybody else involved in the case, including any mitigating circumstances
- Any supporting evidence

Once an incident of malpractice has been reported the Centre Manager must **complete Form JCQ/M1** (suspected candidate malpractice) or **Form JCQ/M2A** (suspected malpractice/maladministration involving centre staff) to notify the awarding body of the incident of malpractice. Each form is available from the JCQ website <http://www.jcq.org.uk/exams-office/malpractice>

If a centre has conducted an initial investigation prior to formally notifying the awarding body, the centre should ensure that staff involved in the initial investigation are competent and have no personal interest in the outcome of the investigation. However, it is important to note that in all instances, the centre must immediately notify the awarding body if malpractice is suspected.

### **Responsibility for the Investigation**

The Centre Manager is responsible for dealing with all cases of malpractice. This must be dealt with in an effective manner and in accordance with the procedures in this policy and

the **JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures booklet**. The Centre Manager will lead the investigation and establish whether or not the malpractice has occurred, and review any supporting evidence received.

At all times ETT will ensure that personnel assigned to the investigation have the appropriate level of training and competence and that they have had no previous involvement or personal interest in the matter.

The handling of malpractice complaints and allegations involves the following phases,

- The allegation
- The awarding body's response
- The investigation
- The report
- The decision
- The appeal

### **Rights of the Accused Individuals**

When, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual whether a candidate or a member of staff, accused of malpractice **must**:

- be informed (preferably in writing) of the allegation made against him or her;
- be advised that a copy of the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures can be found on the JCQ website - <http://www.jcq.org.uk/exams-office/malpractice>
- know what evidence there is to support that allegation;
- know the possible consequences should malpractice be proven;
- have the opportunity to consider their response to the allegations (if required);
- have an opportunity to submit a written statement;
- be informed that he/she will have the opportunity to read the submission and make an additional statement in response, should the case be put to the Malpractice Committee;
- have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- be informed of the applicable appeals procedure, should a decision be made against him or her;

- be informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators, the Police



### **Review Arrangements**

ETT will review this policy annually as part of our annual self-evaluation arrangements and revise it when necessary in response to customer and learner feedback, changes in our practices, actions from the regulatory authorities or external agencies, changes in legislation, or trends identified from previous allegations.