



Policies and Procedures

Operations Department

Malpractice and Plagiarism Policy and Procedure

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Malpractice and Maladministration Policy and Procedure

1. Principles

Malpractice consists of those acts that 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.

Future Focus does not tolerate actions (or attempted actions) of malpractice by students in connection with any qualifications. We must be vigilant regarding assessment malpractice and where malpractice occurs it must be dealt with, in an open and fair manner.

2. Policy

Future Focus has in place procedures should malpractice or plagiarism arise.

The policy on malpractice aims to:

- i. Define malpractice in the context of assessment and certification
- ii. Set out the right and responsibilities, with regard to malpractice, of the student, centre and accrediting body.

In the interest of students, we will respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice. Normally, the IQA is expected to supervise investigations resulting from

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allegations of malpractice. The Quality Nominee is required to inform students and staff suspected of malpractice of their responsibilities and rights.

Future Focus reserves the right, in suspected cases of malpractice, to withhold the issuing of results/certificates while an investigation is in progress. Depending on the outcome of the investigation results/ certificates may be released or withheld.

3. Defining Student Malpractice

Attempting to, or actually carrying out, any malpractice activity is not permitted by Future Focus. The following are examples of malpractice by students; this list is not exhaustive and other instances of malpractice may be considered by the school at its discretion:

- i. Plagiarism by copying and passing off, as the student's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source.
- ii. Collusion by working collaboratively with other students to produce work that is submitted as individual student's work. Students should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes, etc are an essential part of teamwork and this must be made clear to the students.

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- iii. Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.
- iv. Fabrication of result and/or evidence.
- v. Failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, in relation to the assessment/examination/test conditions, for example; notes, study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices.
- vi. Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/ test conditions.
- vii. Behaving in such a way as to undermine the integrity of the assessment/examination/test.
- viii. The alteration of any results document, including certificates.
- ix. Cheating to gain an unfair advantage

4. Malpractice discovered by the School

For qualifications to be issued, any malpractice or attempted acts of malpractice, which have influenced the assessment outcomes, must be reported by the Centre to the accrediting body. Any alleged incident of malpractice brought to attention after the issue of certificates will result in a full investigation. Depending on the outcome of the investigation, certificates may be recalled and declared invalid.

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It is the responsibility of the IQA to carry out an investigation into allegations of malpractice. Investigations into alleged malpractice against the Quality Nominee will normally be conducted by the Chair of the Governing Body of the Centre, the Head Teacher, the responsible employer or an appointed nominee. The alleged incident must be reported at the earliest opportunity.

5. Procedure

Future Focus reserves the right to carry out an independent investigation in full, under any circumstances, of alleged malpractice relating to a student and full cooperation from the student will be expected.

If the school discovers or suspects anyone of malpractice, we make the individual fully aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven. If the school is alleging that an individual may have been involved in act of malpractice, we allow the individual the opportunity to respond (preferably in writing) to the allegations made. The school shall also inform such individuals of the avenues for appealing should a judgment be made against them.

Future Focus reserves the right to access any documents held by the centre in relation to alleged malpractice. Also as required by the regulator, we may report to the regulatory authorities certain cases (eg where members of staff are found to have committed malpractice) and include details of the action taken by the School or the responsible employer. It may be necessary during this process to notify the funding authorities and to share information with other Awarding Bodies. Future Focus may have to notify the police in some cases of malpractice.

6. Removal procedure

Following gathering of all the relevant information and after having discussions with student and any representative they wish to have present, a final decision will be made by the centre Directors.

In the case of removal, the student will be informed in writing stating the reason why the decision has been taken and also the appeals procedure will be highlighted to them.