**Learner Assessment Malpractice Policy**

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*Last review: January 2018*

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Learners Assessment Malpractice Policy

**Context**

Most of your courses include assessed work that contributes to the completion of your qualification e.g. course work, assignments, portfolios and essays. This policy has been established to ensure that no learner gains an unfair academic advantage through plagiarism, cheating or collusion. Qualified Education Ltd take matters of malpractice very seriously. This policy informs you of the action that the Centre will take in suspected cases.

***What is Assessment Malpractice?***

* Taking someone else’s work, images or ideas and passing it off as your own e.g. using the Internet to cut and paste material from a website, or by taking another student’s work that has been emailed to you. This is called **plagiarism.**
* **Cheating**, this is, acting unfairly or dishonestly to gain an advantage.
* Agreeing with others to cheat or deceive e.g. by allowing other students to copy your work. **This is known as collusion.**

If you are discovered or suspected of doing any of the things shown in the list above, the Centre will investigate and may take disciplinary action against you.

**This is what is expected of you whilst you are at the Centre:**

* You will only hand in your own original work for assessment.
* You will indicate clearly when you have used information provided by someone else by giving the person’s name and where you found the information. For example, if you use someone else’s words you will enclose the quote with inverted commas. You will also repeat this information at the end of the piece (this is called a bibliography/references section). The same applies if you have received help. This is the standard practice in the world of learning. You should seek advice and guidance from tutors if you are unsure how to do this properly.
* You will show when you have downloaded information from the internet and copied elements into your own work.
* You will never use material from another student given to you by email or on a pen drive as if it were your own work.
* You will never present someone else’s artwork, pictures or graphics (including graphs, spreadsheets etc.) as if they were produced by you.
* You will never let other students use or copy from your work and pass it off as if they had done it themselves.

**What will happen if there is evidence of malpractice?**

* The member of staff who suspects any form of assessment malpractice will inform the Centre Director. You will be informed of any allegation of malpractice and an investigation will be carried out.
* Disciplinary action will depend on how serious the malpractice appears to the investigators. In all cases where there is clear evidence of deliberate malpractice the relevant awarding organisation will be informed. This is in accordance with the awarding organisations’ requirements. The awarding organisation will inform the Centre and the candidate of the action that they decide is appropriate.

The internal actions taken by the Centre, if they believe from the evidence you have done something wrong, may include the following:

***Moderate cases of Assessment Malpractice***

*This could include:*

* + Copying from books/professional work without acknowledgement, which has the effect of making a significant contribution to the overall work.
  + Allowing another student to use your work
  + Limited copying of another candidate’s work (hard copy or from electronic material).
  + Evidence of a limited amount of cutting and pasting information from the internet without acknowledgement, passing this off as your own work.

***Possible action taken by the Centre***

* + Your mark or assessment grade may be reduced or awarded zero.
  + Subject to the awarding organisation regulations you may not be allowed to take the unit/exam/test again.
  + You may have to redo the work.
  + You may be given a different assignment to do on the same section of the specification.
  + A Written Warning may be issue.

***Serious cases of Academic Misconduct***

*This could include:*

* + Extensive copying of textbooks.
  + Extensive copying of another candidate’s work (hard copy or from electronic material).
  + Buying, selling or stealing of work.
  + Evidence of extensive use of cutting and pasting information from the internet without acknowledgement.
  + Using model internet answers.
  + Using past candidates’ work from previous years.
  + Undue help from outside the Centre.

***Possible action taken by the Centre***

This will depend on the seriousness of what you have done. Any of the following may be given:

* + No grade or a zero mark in the unit/module may be given.
  + You are not allowed to re-sit the exam or test, or you are not allowed to redo the piece of assessed work.
  + You are issued a Final Written Warning
  + You are disqualified from your course.
  + You are excluded from the Centre.

In all cases, a record will be made in your file of the allegation, the outcome and any penalty you are given. This information may be used by the Centre when it is asked to provide a reference for you.

By signing the learner agreement at the back of this booklet you are showing that you have read and understood the Centre rules on assessment malpractice as shown in this policy.

**Statement:**

“I agree that I have read and understood the Centre policy regarding assessment malpractice. I understand that I if I cheat and present others’ work as my own, without showing who did the work and where I found it, the Centre will take action. I agree that all the work I hand in during my course or put in my portfolio will be entirely my own, unless I show clearly in my work where I have used someone else’s work, have worked with someone else, or have received help.”