



Malpractice Policy

Context and/or Aims

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment certification.

This policy relates to malpractice in any assessment and certification context and sets out the rights and responsibilities with regard to malpractice of learners, staff of Creating Space for You (CIC) and appointed associates. This policy should be read in conjunction with our Appeals Procedure.

Policy Statement

Creating Space for You (CIC) does not tolerate actions (or attempted actions) of malpractice by:

- Learners
- Staff
- Associates

in connection with any assessments and certification.

We will take appropriate action where incidents (or attempted incidents) of malpractice have been proven. Where assessment malpractice is proven awarding bodies may also impose penalties or sanctions.

Implementation

1. Learners will be informed of Creating Space for You(CIC) policy on assessment malpractice and plagiarism during induction, through handbooks and via the website
2. Learners will be shown the appropriate formats to record cited texts and other materials or information sources including websites.
3. Creating Space for You(CIC) staff and appointed associates adopt assessment procedures which reduce the opportunity for malpractice including for example:
 - a. Using oral questions with learners for a single assignment/task in a single session for the complete cohort of learners
 - b. Have access controls which prevent learners from accessing and using other people's work
 - c. Learners are asked to confirm that their work is their own when submitting assessments.
 - d. Incidents of learner assessment malpractice are be reported to the Quality Co-ordinator
 - e. Incidents of staff and or appointed associates assessment malpractice are reported to the Quality Co-ordinator.
 - f. When a case of alleged assessment malpractice has been reported the incident is investigated in the appropriate manner

Policy reviewed on 20/04/2016 . Next review due by 20/04/2017