

## Malpractice policy

Harper Safety Risk Management Ltd treats all cases of suspected malpractice\* very seriously and will investigate all suspected and reported incidents of possible malpractice. The purpose of this Policy *and procedure* is to set out how allegations of malpractice in relation to all qualifications are dealt with. The scope of the policy is to provide:

- a definition of malpractice
- examples of student and centre malpractice and maladministration;
- possible sanctions that may be imposed in cases of malpractice.

\*The term 'malpractice' in this policy is used for both malpractice and maladministration.

### 1. Introduction

- 1.1. For the purpose of this document 'malpractice' is defined as:

Any act, or failure to act, that threatens or compromises the integrity of the assessment process or the validity of qualifications and their certification. This includes: maladministration and the failure to maintain appropriate records or systems; the deliberate falsification of records or documents for any reason connected to the award of qualifications; acts of plagiarism or other academic misconduct; and/or actions that compromise the reputation or authority of HSRM Ltd or of awarding bodies, centres, officers and employees.

- 1.2. HSRM Ltd will report all relevant cases of suspected malpractice to awarding bodies, accepting that in certain circumstances awarding bodies may take action of its own, including imposing sanctions.

### 2. Malpractice by students

- 2.1 Some examples of student malpractice are described below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

- 2.1.1 Obtaining examination or assessment material without authorization.
- 2.1.2 Arranging for an individual other than the student to sit an assessment or to submit an assignment not undertaken by the student.
- 2.1.3 Impersonating another student to sit an assessment or to submit an assignment on their behalf.
- 2.1.4 Collaborating with another student or individual, by any means, to complete a coursework assignment or assessment, unless it has been clearly

- stated that such collaboration is permitted.
- 2.1.5 Damaging another student's work.
  - 2.1.6 Inclusion of inappropriate or offensive material in coursework assignments or assessment scripts.
  - 2.1.7 Failure to comply with published examination regulations.
  - 2.1.8 Disruptive behaviour or unacceptable conduct, including the use of offensive language, at centre or assessment venue (including aggressive or offensive language or behaviour).
  - 2.1.9 Producing, using or allowing the use of forged or falsified documentation, including but not limited to:
    - a) personal identification;
    - b) supporting evidence provided for reasonable adjustment or special consideration applications; and
    - c) Awarding body results documentation, including certificates.
  - 2.1.10 Falsely obtaining, by any means, an awarding body certificate.
  - 2.1.11 Misrepresentation or plagiarism
  - 2.1.12 Fraudulent claims for special consideration while studying.
  - 2.1.13 Possession of any materials not permitted in the assessment room, regardless of whether or not they are relevant to the assessment, or whether or not the student refers to them during the assessment process, for example notes, blank paper, electronic devices.
  - 2.1.14 Communicating in any form, for example verbally or electronically, with other students in the assessment room when it is prohibited.
  - 2.1.15 Copying the work of another student or knowingly allowing another student to copy from their own work.
  - 2.1.16 Failure to comply with instructions given by the assessment invigilator, ie, working beyond the allocated time; refusing to hand in assessment script / paper when requested; not adhering to warnings relating to conduct during the assessment.

### **3. Malpractice by centre employees and stakeholders**

- 3.1. Examples of malpractice by, teachers, tutors and other officers, are listed below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

- 3.1.1. Failure to adhere to the relevant regulations and procedures, including those relating to centre approval, security undertaking and monitoring requirements as set out by the awarding body.
- 3.1.2. Knowingly allowing an individual to impersonate a student.
- 3.1.3. Allowing a student to copy another student's assignment work, or allowing a student to let their own work be copied.
- 3.1.4. Allowing students to work collaboratively during an assignment assessment, unless specified in the assignment brief.
- 3.1.5. Completing an assessed assignment for a student or providing them with assistance beyond that 'normally' expected.
- 3.1.6. Damaging a student's work.
- 3.1.7. Disruptive behaviour or unacceptable conduct, including the use of offensive language (including aggressive or offensive language or behaviour).
- 3.1.8. Allowing disruptive behaviour or unacceptable conduct at the centre

- to go unchallenged, for example, aggressive or offensive language or behaviour.
- 3.1.9. Divulging any information relating to student performance and / or results to anyone other than the student.
  - 3.1.10. Producing, using or allowing the use of forged or falsified documentation, including but not limited to:
    - a) personal identification;
    - b) supporting evidence provided for reasonable adjustment or special consideration applications; and
    - c) Awarding body results documentation, including certificates
  - 3.1.11. Falsely obtaining by any means an awarding body certificate.
  - 3.1.12. Failing to report a suspected case of student malpractice, including plagiarism, to the awarding body.
  - 3.1.13. Moving the time or date of a fixed examination.
  - 3.1.14. Failure to keep examination question papers, examination scripts or other assessment materials secure, before during or after an examination.
  - 3.1.15. Allowing a student to possess and / or use material or electronic devices that are not permitted in the examination room.
  - 3.1.16. Allowing students to communicate by any means during an examination in breach of regulations.
  - 3.1.17. Allowing a student to work beyond the allotted examination time.
  - 3.1.18. Leaving students unsupervised during an examination.
  - 3.1.19. Assisting or prompting candidates with the production of answers.

#### **4. Possible malpractice sanctions**

- 4.1. Following an investigation, if a case of malpractice is upheld, HSRM Ltd may impose sanctions or other penalties on the individual(s) concerned. Where relevant we will report the matter to the awarding body, and the awarding body may impose one or more sanctions upon the individual(s) concerned. Any sanctions imposed will reflect the seriousness of the malpractice that has occurred.
- 4.2. Listed below are examples of sanctions that may be applied to a student, or to a teacher, tutor, invigilator or other officer who has had a case of malpractice upheld against them. Please note that
  - i) this list is not exhaustive and other sanctions may be applied on a case-by-case basis.
  - ii) where the malpractice affects examination performance, the awarding body may impose sanctions of its own.

##### **Possible study centre sanctions that may be applied to students**

- a) A written warning about future conduct.
- b) Notification to an employer, regulator or the police.
- c) Removal from the course.

##### **Possible sanctions that may be applied to teachers, tutors invigilators, and other officers**

- a) A written warning about future conduct.
- b) Imposition of special conditions for the future involvement of the individual(s) in the conduct, teaching, supervision or administration of students and/or examinations.

- c) Informing any other organisation known to employ the individual in relation to the awarding body courses or examinations of the outcome of the case.
- d) HSRM Ltd may carry out unannounced monitoring of the working practices of the individual(s) concerned.
- e) Dismissal.



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Director

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