

The Bosco Centre	
Policy:	Malpractice Policy and Procedure
Applies to:	College
Reviewed:	October 2023
Next review:	October 2024

The Bosco Centre 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 may be imposed in cases of malpractice.

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

Introduction

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 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 The Bosco Centre, or of any awarding bodies, their centres, officers and employees.

The Bosco Centre will report all relevant cases of suspected malpractice to the awarding body, accepting that in certain circumstances awarding body may take action of its own, including imposing sanctions.

Malpractice by students

Below are some examples of student malpractice. 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:

- Obtaining examination or assessment material without authorisation.
- Arranging for an individual other than the student to sit an assessment or to submit an assignment not undertaken by the student.
- Impersonating another student to sit an assessment or to submit an assignment on their behalf.
- 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.
- Damaging another student's work.
- Inclusion of inappropriate or offensive material in coursework assignments or assessment scripts.
- Failure to comply with published awarding body examination regulations.

- Disruptive behaviour or unacceptable conduct, including the use of offensive language, at centre or assessment venue (including aggressive or offensive language or behaviour).
- Producing, using or allowing the use of forged or falsified documentation, including but not limited to:
 - personal identification;
 - supporting evidence provided for reasonable adjustment or special consideration applications; and
 - awarding body results documentation, including certificates.
- Falsely obtaining, by any means, an awarding body certificate.
- Misrepresentation or plagiarism, including the use of Artificial Intelligence to produce coursework or other assignments
- Fraudulent claims for special consideration while studying.
- 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 including mobile phones, personal organizers, books, dictionaries / calculators (when prohibited).
- Communicating in any form, for example verbally or electronically, with other students in the assessment room when it is prohibited.
- Copying the work of another student or knowingly allowing another student to copy from their own work.
- Failure to comply with instructions given by the assessment invigilator, i.e., working beyond the allocated time; refusing to hand in assessment script / paper when requested; not adhering to warnings relating to conduct during the assessment.

Malpractice by centre employees and stakeholders

Below are examples of malpractice by teachers, tutors, and other officers (including invigilators and examination administrators). 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:

- Failure to adhere to the relevant awarding body regulations and procedures, including those relating to centre approval, security undertaking and monitoring requirements as set out by the awarding body. Knowingly allowing an individual to impersonate a student.
- Allowing a student to copy another student's assignment work, or allowing a student to let their own work be copied.
- Allowing students to work collaboratively during an assignment assessment, unless specified in the assignment brief.
- Completing an assessed assignment for a student or providing them with assistance beyond what is 'normally' expected.
- Damaging a student's work.
- Disruptive behaviour or unacceptable conduct, including the use of offensive language (including aggressive or offensive language or behaviour).
- Allowing disruptive behaviour or unacceptable conduct at the centre to go unchallenged, for example, aggressive or offensive language or behaviour.
- Divulging any information relating to student performance and / or results to anyone other than the student.

- Producing, using or allowing the use of forged or falsified documentation, including but not limited to:
 - personal identification;
 - supporting evidence provided for reasonable adjustment or special consideration applications; and
 - awarding body results documentation, including certificates
 - Falsely obtaining by any means an awarding body certificate.
 - Failing to report a suspected case of student malpractice, including plagiarism, to the awarding body.
- Moving the time or date of a fixed examination.
- Failure to keep examination question papers, examination scripts or other assessment materials secure before, during or after an examination.
- Allowing a student to possess and/or use material or electronic devices that are not permitted in the examination room.
- Allowing students to communicate by any means during an examination in breach of regulations.
- Allowing a student to work beyond the allotted examination time.
- Leaving students unsupervised during an examination.
- Assisting or prompting candidates with the production of answers.

The use of AI in assessment

Whilst the potential for student misuse of AI is new most of the ways to reduce the risk of misuse are not. Teachers must be assured that any work submitted by students is demonstrably their own. Bosco has adopted the JCQ guidance for using AI in assessment and marking and has ensured that all staff are familiar with the document.

https://www.jcq.org.uk/wp-content/uploads/2024/02/AI-Use-in-Assessments_Feb24_v3.pdf

Possible malpractice sanctions

Following an investigation, if a case of malpractice is upheld, Bosco may impose sanctions or other penalties on the individual(s) concerned. Where relevant, we will report the matter to the awarding body, which may impose one or more sanctions upon the individual(s) concerned. Any sanctions imposed will reflect the seriousness of the malpractice that has occurred.

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 this list is not exhaustive, and other sanctions may be applied on a case-by-case basis. 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 written warning about future conduct.
- Notification to an employer, regulator or the police.
- Removal from the course.

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

- A written warning about future conduct.

- Imposition of special conditions for the future involvement of the individual in the conduct, teaching, supervision or administration of students and/or examinations.
- Informing any other organisation known to employ the individual in relation to the awarding body courses or examinations of the outcome of the case.
- Bosco may carry out unannounced monitoring of the working practices of the individual concerned.
- Dismissal.