



## MALPRACTICE POLICY

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

**Sol Institute** does not tolerate actions (or attempted actions) of malpractice by candidates or by staff, in connection with any NCC Education qualification.

**Sol Institute** will impose penalties and/or sanctions on candidates or centre staff where incidents (or attempted incidents) of malpractice have been proven.

### **Candidate malpractice (Academic Misconduct)**

All work submitted by candidates for assessment must be the candidates' own work. It is an offence for any candidate to be guilty of, or party to, collusion, plagiarism, or any other act which may mislead the examiners about the development and authorship of work presented in assessments, including misleading examiners about the sources of information included in an assessment. This may include:

- **Collusion** - the preparation or production of work for assessment jointly with another person or persons, except where group work is explicitly permitted by the specification and/or assessments guidance.
- **Plagiarism** - the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment
- **Impersonation** - where someone other than the candidate prepares the work submitted for assessment. This includes purchasing or commissioning essays from third parties (including essay writing websites and other students) or asking someone else to sit an examination
- **Misconduct in examinations** - having access, or attempting to gain access, to any books, memoranda, notes, unauthorised calculators, or any other material, except

- such as may have been supplied by the invigilator or authorised in the rubric on the front of the examination paper
- **Fabrication of results or observations** in practical or project work is the synthesis of data gained from practical activities carried out by the candidate, or the use of artificial observations to support a hypothesis/conclusion.

### **Staff malpractice and maladministration**

Malpractice is any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process and/or the validity of certificates. Maladministration is any activity, neglect, default or other practice that results in the centre or candidate not complying with the specified requirements for delivery of the qualifications. These definitions may include:

- contravention of examination regulations and/or failure to correctly follow assessment-related processes
- alteration of (or disregard for) Sol Institute marking schemes and grading criteria
- allowing work which is known by the staff member not to be the candidate's own, to be included in an assignment or other assessed component
- misusing the conditions for Special Considerations such that the support has the potential to influence the outcome of the assessment
- failing to keep candidate computer files secure
- falsifying records/certificates, for example by alteration, substitution or fraud
- failing to keep the required records and documents
- failing to adhere to Sol's Institute administrative procedures and activity schedules.