**Assessment Malpractice Policy**

Aim: To identify and minimise the risk of malpractice by staff or learners.

To respond to any incident of alleged malpractice promptly and objectively.

To standardise and record any investigation of malpractice to ensure openness

and fairness.

To impose appropriate penalties and or sanctions on learners or staff where

incidents (or attempted incidents) of malpractice are proven. To protect the integrity of the Company, Skills for Justice Awards and The College of Policing

In order to do this, the centre will:

**Prevention:**

Seek to avoid potential malpractice by using the induction period and the student handbook to inform learners of the centre’s policy on malpractice and the penalties for attempted and actual incidents of malpractice.

18

**Assessment format:**

E-Laws Training will be using final assessment in the form of a series of multiple choice questions which will be selected at random from a bank of questions which are stored securely. Only appointed Directors of E-laws Training, the appointed internal verification officer and appointed quality assurance officer will have access to this bank of questions. Other staff members including trainers will not have access.

Allegations of Malpractice either by staff or students will be investigated by the Managing Director.

Possible outcomes of any investigation can include and are not limited to the following sanctions:

* No further action
* Words of advice
* Dismissal
* Termination of contract
* Termination of course enrolment.

**Definition of Malpractice by Learners**

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion

* Plagiarism of any kind.
* Collusion with other learners to produce work that is submitted as work of an individual learner.
* Copying
* Deliberate destruction of another learners work
* Fabrication of results or evidence
* Making a false learner authenticity declaration
* Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one’s place in an assessment/examination/test.

**Definition of Malpractice by Centre Staff**

This list is not exhaustive and other instances of malpractice may be considered by this centre at its discretion

* Improper assistance to learners
* Inventing or changing marks for internally assessed work(coursework or portfolio evidence)
* Inventing or changing marks for internally assessed work
* Failure to keep learners coursework and records secure
* Inappropriate retention of certificates
* Inappropriate support to a learner where there is the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the learner
* Producing falsified witness statements, for example for evidence the learner has not generated.
* Facilitating and or allowing impersonation
* Misusing the conditions for special requirements and reasonable adjustments
* Falsifying records/certificates, for example by alteration, substitution, or by fraud.
* Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.

This policy will be reviewed every 6 months by The Managing Director. This policy can be amended at any time by the managing director. The Managing Directors decision is final.