

CQHE AWARDING BODY MALPRACTICE ASSESSMENT PROCEDURE



Policy on Assessment Malpractice

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 and certification.

CQHE Awarding Body does not tolerate actions (or attempted actions) of malpractice by:

Learners *or*

Test Centres

in connection with CQHE Awarding Body Qualifications.

CQHE Awarding Body may impose penalties and/or sanctions on Learners or Test Centres where incidents (or attempted incidents) of malpractice have been proven.

Introduction

The CQHE Awarding Body are vigilant with regards to examination malpractice and where malpractice occurs it must be dealt with in an open and fair manner.

This policy on malpractice aims to:

Define malpractice in the context of assessment and certification for all CQHE Awarding Body qualifications

Set out the rights and responsibilities, with regard to malpractice, of the Learner, Centre and CQHE Awarding Body.

In the interest of Learners and Test Centre staff, centres need to respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice. Invigilators within the test centres will report any incidents of suspected malpractice to CQHE Awarding Body.

CQHE Awarding Body reserves the right, in suspected cases of malpractice, to withhold the issuing of results/certificates while an investigation is in progress. Depending on the outcome of the investigation results/certificates may be released or withheld.

Learner Malpractice

Attempting to or actually carrying out any malpractice activity is not permitted by CQHE Awarding Body. The following are examples of malpractice by learners; this list is not exhaustive and other instances of malpractice may be considered by CQHE Awarding Body at its discretion:

- Plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission. This statement is true with regards to all qualifications which involve Learners producing materials.
- 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.
- Fabrication of results and/or evidence.
- Failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or CQHE Awarding Body conditions in relation to the assessment/examination or test rules, regulations and security.
- Misuse of assessment/examination materials.
- Introduction and/or use of unauthorized material contra to the requirements of the supervised assessment/examination/test conditions, for example: own notes, study guides, personal organizers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices.
- Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions.
- Behaving in such a way as to undermine the integrity of the assessment/examination/test.
- The alteration of any results document, including certificates.
- Academic misconduct to gain an unfair advantage.

Investigating alleged Malpractice

When dealing with alleged malpractice in a Test Centre where e-Assessment methods have been used, CQHE Awarding Body will deal primarily with the organization who manages the test centres on our behalf. CQHE Awarding Body may require full access to a test centre for investigation purposes.

When dealing with alleged malpractice during a written examination CQHE Awarding Body will deal primarily with the invigilators who ran the examination.

As part of the investigation CQHE Awarding Body retains the right to:

- Involve the learner and others in the investigation process
- Deal with the learner (if aged 18 or above) and/or the learner's representative.

During the investigation period, CQHE Awarding Body may

- Withhold the release of results/certificates,
- Withhold test/examination papers if the security of a test/examination is considered at risk

Pending the outcome of the investigation.

If malpractice is discovered by an CQHE Awarding Body representative (eg Invigilator, moderator, etc) or has been reported directly to CQHE Awarding Body by a third party, CQHE Awarding Body will conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will require the full support of all personnel linked to the allegation.

Dealing with malpractice

It is the responsibility of CQHE Awarding Body or their nominees to carry out an investigation into allegations of malpractice. The alleged incident must be reported to CQHE Awarding Body within 10 working days.

CQHE Awarding Body reserves the right to carry out an independent investigation in full under any circumstances of alleged malpractice relating to a test centre and full cooperation from the centre will be expected.

CQHE Awarding Body reserves the right to access any documents held in relation to the alleged malpractice. Also, as required by the regulator, CQHE Awarding Body may report to the regulatory authorities certain cases (eg where members of staff are found to have committed malpractice) and include details of the action taken by the CQHE Awarding Body Appeals and Disciplinary Panel. It may be necessary during this process to notify the funding authorities and for CQHE Awarding Body to share information with other Awarding Bodies. CQHE Awarding Body may have to notify the police in some cases of malpractice.

Penalties and sanctions applied by CQHE Awarding Body

Where malpractice against a Test Centre member of staff/learner is proven, CQHE Awarding Body will have to consider whether the integrity of its assessments/examinations/test might be jeopardized if the centre/member of staff/learner in question were to be involved in future CQHE Awarding Body assessments/examinations/tests. CQHE Awarding Body may take action to protect the integrity of its assessments/examinations/tests in the future. This action may include:

- CQHE Awarding Body reserving the right to refuse to issue or to withdraw certificates.

Appeals

It is the responsibility of CQHE Awarding Body or their nominees to carry out an investigation into allegations of malpractice. The alleged incident must be reported to CQHE Awarding Body within 10 working days.

