

Malpractice/Maladministration and Plagiarism Policy

Introduction

It is important that examination and assessment processes are fair and robust, to ensure that they can be relied upon by employers and further education bodies. The Joint Council for Qualifications defines malpractice, including maladministration, as any act, default or practice which is a breach of the regulations that apply to the exam or assessment being taken.

Tolley®Exam Training is committed to investigating and reporting to appropriate awarding bodies all instances of suspected and confirmed malpractice or plagiarism. Failure to deal with instances in line with this policy, will in itself constitute an offense. Any staff witnessing an act of malpractice should speak immediately to the Director of Tax Markets, who has a duty to report all such incidents to the awarding body.

Examples of malpractice

Whilst these lists are not exhaustive, the following will be considered examples of malpractice:

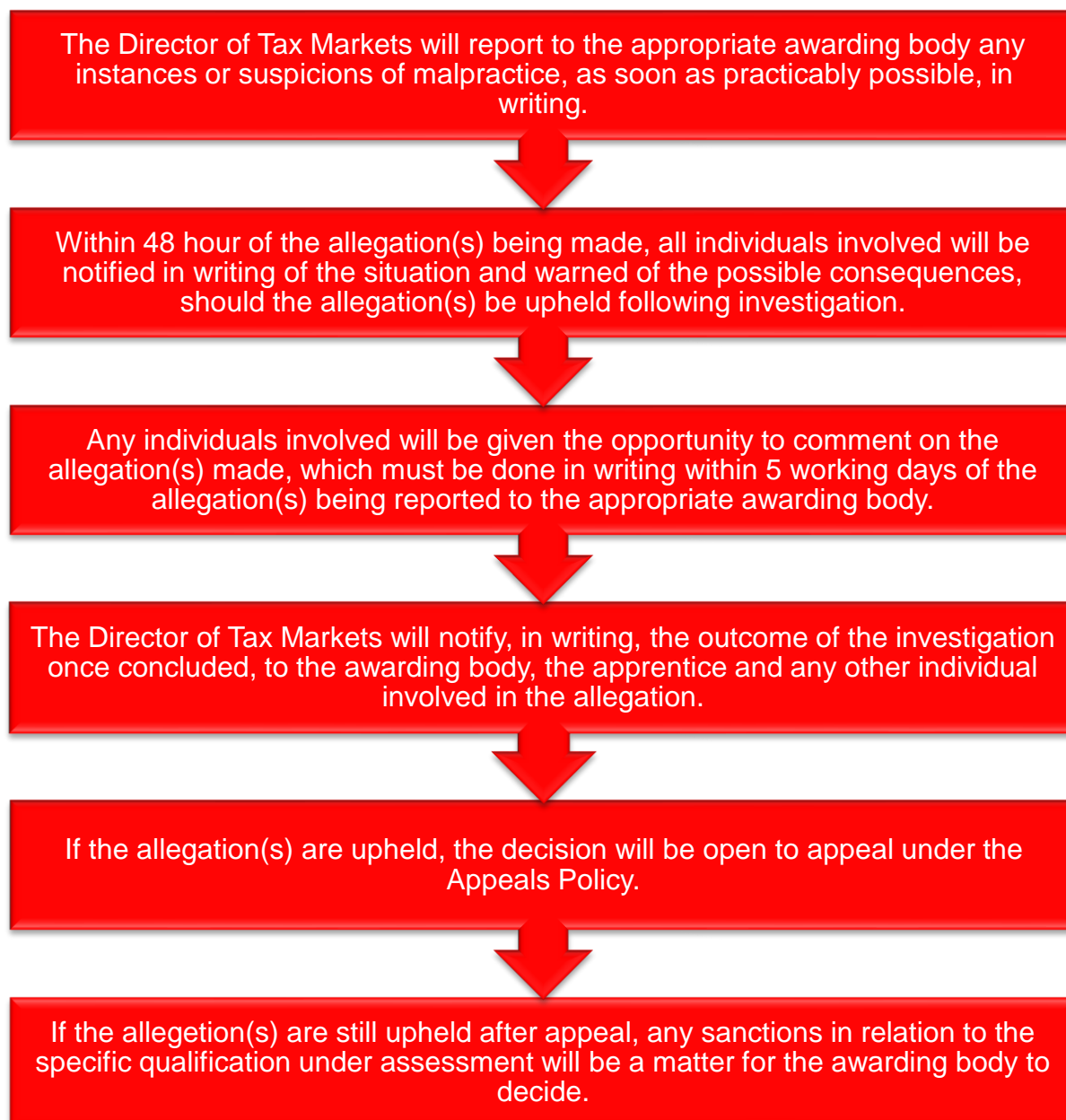
By learner:

- any act of plagiarism, which is deemed to be the copying of someone else's work and presenting it as their own, whether taken from a published source, or not;
- any act of collusion to produce work submitted as work of an individual;
- taking the place of the learner for the purpose of taking the assessment;
- providing false declaration of authenticity of work;
- inappropriate use of electronic equipment including posting of live assessment papers on social media;
- use of unauthorised materials;
- any other form of cheating to gain an unfair advantage, including alternation of certificates of results;
- content produced using AI which is not appropriately referenced. AI should be used for research purposes only and submissions must be the apprentice's own written words.

By Staff:

- tampering with, or amendment of, the learner's work;
- assisting in production of learner's work;
- falsifying records;
- fabrication of assessments or IQA report;
- fraudulent submission of assessment;
- failure to keep the documents and details secure, ahead of assessment;
- changing assessment marks;
- entering fictitious candidates with the intention of achieving financial gain;
- giving credit or failing to investigate where a learner's work is suspected to have been generated by AI but this has not been appropriately referenced.

Process of reporting instances or suspicion of malpractice



Notes:

1. The Tolley®Exam Training reserves the right to use AI and other plagiarism detection systems.
2. A record will be kept of all discussions in relation to any allegation, whether by telephone or meeting and whether face to face or online.
3. Confidentiality will be maintained throughout the investigation.
4. Tolley®Exam Training will seek guidance throughout the investigation from the awarding body.

Record retention

Details of the investigation and the outcome will be recorded by the centre and retained according to the GDPR policy.

Potential internal consequences of malpractice

The internal consequence will depend on the severity and level of intent of the individuals involved and remains solely at the discretion of the Director of Tax Markets. However, it should be noted that an allegation which is upheld, could ultimately result in the removal of the individual from their role as staff member or from their learning programme.



Jonathan Scriven – Director of Tax Markets