

Policy Document ●●●

# Malpractice & Maladministration

# Introduction

Reed Business School (RBS) is committed to maintaining high service standards to all its students, clients, and employers. We aim to provide an immersive education experience where our students can receive the best standards of teaching, coaching and overall support for their studies.

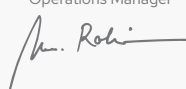
As members of Reed Business School community, we expect the highest standards of behaviour from our students and learners, whether on the Business School premises, using online platforms including TEAMS or elsewhere.

This policy is aimed at any party who is suspected of any form of malpractice or maladministration in relation to their studies at Reed Business School and details the process that will be followed if such activity is suspected by any student studying at Reed Business School.

## Document Control

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Signed:



## **Aims and Objectives of the policy**

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### **Aims**

Reed Business School (RBS) is committed to ensuring that standards of all assessments are consistent, transparent and in line with the requirements of our awarding bodies. This policy applies to internal and external summative assessments, assignments and examinations and their reporting.

It is the responsibility of all staff to be vigilant regarding any events which could lead to malpractice or maladministration occurring, and report promptly to the Professional Education Manager where they suspect malpractice or maladministration has and/or may occur so that appropriate action can be taken to address this with immediate effect.

The Professional Education Manager is responsible for notifying relevant awarding bodies of cases of suspected or actual malpractice and maladministration to ensure the appropriate action may be taken.

### **Objectives**

- To identify and minimise the risk of malpractice by staff or apprentices and students.
- To identify and minimise the risk of maladministration by staff.
- To respond to any incident promptly and objectively.
- To standardise and record any investigation to ensure openness and fairness.
- To impose appropriate penalties and/or sanctions on apprentices / students or staff where incidents (or attempted incidents) are proven.
- To protect the integrity of the business school and the awarding bodies.

## **Range and scope of the policy**

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This policy applies to internal and external summative assessments, assignments and examinations and their reporting.

## Definition of Malpractice

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The term 'malpractice' covers any deliberate actions, neglect, default, or other practice associated with the examples below; it may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records.

### Examples of Malpractice by Students

(This list is not exhaustive)

- Plagiarism of any nature.
- Collusion by collaborating with other apprentices and students to produce work that is submitted as individual learner work.
- Copying the work of other students with or without their permission and knowingly, allowing another student to copy one's own work.
- Colluding with other students to produce work, which is then submitted individually, except where this is specifically required or allowed.
- Falsely claiming extenuating circumstances to gain an unfair advantage in assessment outcomes.
- Submitting work done by another student as your own.
- Copying (including the use of IT to aid copying).
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of coursework.
- Impersonation by pretending to be someone else to produce the work for another or arranging for another to take one's place in an assessment, examination, or test.
- Inappropriate behaviour during an internal assessment or examination that causes disruption to others. This includes shouting and/or aggressive behaviour or language and having an unauthorised electronic device that causes a disturbance in the examination room.
- Inclusion of inappropriate, offensive, discriminatory, or obscene material in Assessment or examination. This includes vulgarity and swearing that is outside of the context of the assessment/examination, or any material of a discriminatory nature.
- Frivolous content - producing content that is unrelated to the assessment/examination paper/question in scripts or coursework.
- Unauthorised aids - physical possession of unauthorised materials (including mobile phones, MP3 players, notes, etc.) in the examination room.
- Using an Artificial Intelligent software to write or develop work for any assignments or project work and for any final submissions for the external evaluation of evidence or case studies for End Point Assessment.

## Examples of Malpractice by Staff

(This list is not exhaustive)

- Improper assistance to candidates.
- Inventing or changing marks for internally assessed coursework where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made.
- Failure to keep candidate coursework evidence secure.
- Fraudulent claims for certificates.
- Inappropriate retention of certificates.
- Assisting apprentices and students in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the learner.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, for example where apprentices and students are permitted support, this is permissible up to the point where the support has the potential to influence the outcome of the assessment/examination.
- Falsifying records or certificates, for example by alteration, substitution, or by fraud.
- Failure to comply with awarding body procedures for managing and transferring accurate learner data.

## Definition of Maladministration

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Maladministration is any non-deliberate activity, neglect, default, or other practice that results in the business school or learner not complying with the specified requirements for delivery of the qualifications as set out in the relevant codes of practice, where applicable.

### To do this RBS will:

- Seek to avoid potential malpractice by using the induction period and the course information resources to inform apprentices / students of the policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Ask apprentices / students to declare that their work is their own.
- Conduct any investigations in a form commensurate with the nature of any allegation.
- Ensure the handling of individual cases takes account of the needs of the apprentice and student, including those arising from protected characteristics.

#### **The Operations Manager is expected to:**

- Establish the culture and overall values, placing academic issues at the centre of the discussions and any changes.
- Ensure policies and procedures are appropriate to the current situation.
- Maintain systems for keeping records of all incidents and what action has been taken.
- Identify the person or people responsible for monitoring and reviewing data.
- Identify how and where the resulting information will be discussed.
- Take steps to improve detection rates if required.
- Create communication systems that allow consultation, discussion, and dissemination of information.

#### **The Professional Education Manager is expected to:**

- Inform awarding bodies of any acts of malpractice.
- Take action to implement the procedures in any cases where this is suspected or determined as detailed in this policy.

#### **The Assessment and Examinations Administrator is expected to:**

- Ensure timely, accurate and valid registration, transfer, withdrawal, and certificate claims for apprentices and students.

#### **All teaching staff are expected to:**

- Develop students' study skills as an integral part of their course. In technical areas, students need to know the difference between copying the model and applying it.
- Ensure that all incidences of cheating and plagiarism, including the results of any conversations, meetings, or feedback with students, are properly reported and recorded.
- Consult with colleagues, managers and awarding bodies on alleged misconduct offences and seek appropriate guidance, where needed, on managing the investigative process.
- Ensure that employers and training managers receive feedback on cheating and plagiarism issues in the course report.

## Additional Promotion of the Policy

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- Reed Business School will continue to promote the policy through associated materials and visuals displayed throughout Reed Business School and through the library of learning resources used in the delivery of learning.
- Tutors and other relevant co-members will continue to monitor appropriate use of IT systems used by the Reed Business School blended delivery approach and promote the policy to apprentices and students prior to the delivery and use of such systems. Full compliance of the policy and the consequence of its abuse is to be embedded throughout delivery. Apprentices / students must be reminded of the British values and the expectation of their conduct prior to the use of these IT systems.
- All co-members within the business, extending to associates supporting Reed Business School, will be made aware of the requirements of the policy as part of their induction training.
- In addition to the above, the malpractice policy will be promoted through:
  - The Reed Business School website
  - Enrolment inductions
  - Learner course information
  - The E-portfolio system

Terms & Conditions

[www.reedbusinessschool.co.uk/terms-and-conditions](http://www.reedbusinessschool.co.uk/terms-and-conditions)

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