



<b>MALPRACTICE POLICY</b>
Approved by: Executive Group
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Strategy/Policy Responsibility: <i>Vice Principal Education &amp; Quality</i>
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## Malpractice Policy

### STUDENT MALPRACTICE

1.1 The College does not tolerate actions (or attempted actions) of malpractice by students. Student Malpractice consists of acts which:

- a) undermine the integrity and validity of a qualification; or
- b) damage the authority of those responsible for the delivery or management of a qualification.

1.2 Examples of malpractice include:

- Plagiarism by copying and passing off, as the student's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work, thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source.
- Collusion by working collaboratively with other students to produce work that is submitted as individual student work. Students should not be discouraged from teamwork, as this is an essential key skill for many sectors, but the use of minutes, allocating tasks, agreeing outcomes, etc. are an essential part of team work and this must be made clear to students.
- 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, supervisor or invigilator in relation to the rules, regulations or security regarding assessment, examination or tests.
- Failing to abide by Awarding Body conditions in relation to the rules, regulations or security regarding assessment, examination or tests.
- Misuse of assessment/examination material.
- Introduction and/or use of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (where prohibited), personal stereos, mobile phones or other similar electronic devices.

- Obtaining, receiving, exchanging or passing on information which could be assessment/examination 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.
- Cheating to gain an unfair advantage.

1.3 To assist it detect plagiarism, the College has a licence to use an internet text matching service. Students may submit their draft assessments to this service via Moodle. Further details of this service are available on Moodle or from the college's Learning Resource Centre.

1.4 Allegations of malpractice are taken very seriously by the College. Students suspected of malpractice will be subject to the College's Disciplinary Procedures. If a student is found guilty of malpractice, penalties could include:

- loss of marks or reduction in grade;
- failure of the qualification;
- withdrawal from the programme;
- exclusion from the College.