

## Malpractice Policy

Malpractice consists of those acts that 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.

The centre will ask all learners to declare that their work is their own. For all internal assessments, the centre and its learners must provide a written declaration that the evidence is authentic and that the assessment was conducted under the requirements of the assessment specification, as set out by Signature.

The centre will take positive steps to prevent or reduce the occurrence of learner malpractice. These steps are:

- Using the induction period and the Course Handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Introducing procedures for assessing work in a way that reduces or identifies malpractice, e.g. plagiarism, collusion, cheating, etc.

### Examples of Malpractice

The following are examples of malpractice by learners. This list is not exhaustive and other instances of malpractice may be considered by BSL First Limited 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 artwork, images, words, computer generated work (including Internet sources), 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 learners to produce work that is submitted as individual learner work.
  - 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 Edexcel conditions in relation to the assessment/examination/test rules, regulations and security
  - 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 (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
  - Writing down questions during an examination/test and taking them out of the examination room to give to other learners
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- Cheating to gain an unfair advantage.

### **Centre Staff Malpractice**

The following are examples of malpractice by centre staff. The list is not exhaustive and other instances of malpractice may be considered by BSL First Limited at its discretion:

- Assisting learners 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
- Producing falsified witness statements, for example for evidence the learner has not generated allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/ coursework facilitating and allowing impersonation
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- Failing to keep learner computer files secure
- 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
- Failing to keep assessment/examination/test papers secure prior to the assessment/examination/test
- Failing to validate the identity of learners taking an examination/test obtaining unauthorised access to assessment/examination/test material prior to an assessment/examination/test.

### **Penalties and Sanctions Applied by BSL First**

Where malpractice against a member of staff or learner is proven, BSL First Limited will have to consider whether the its professional integrity and reputation might be jeopardised if the member of staff or learner in question were to be involved in future activities with BSL First. BSL First may take action to protect its professional integrity and reputation. This action may involve:

- Refusing to register students for an assessment/examination in cases where malpractice has been proven
- Withholding the release of results/certificates
- Withholding test/examination papers if the security of a test/examination is considered at risk pending the outcome of the investigation
- Reserving the right to withdraw students from courses and training programmes
- Reserving the right to pass on information regarding malpractice to the examination body
- Ending supervision of Trainee Sign Language Interpreters and informing the NRCPD of malpractice