

## Malpractice Policy

### Our Policy

Road 2 Success's malpractice policy aims to ensure the fairness of the assessment process. All parties must act in good faith and adhere to the highest professional standards of conduct. Any evidence of deviation from such standards may lead to disqualification of candidates or tutors, or the termination of a contract with a registered course provider.

Malpractice is deemed to be those actions and practices, which threaten the integrity of assessment and certification. The term 'malpractice' is intended to encompass other similar terms such as 'non-compliance', 'maladministration' and 'professional misconduct'.

To prevent malpractice Road 2 Success (R2S) have a robust initial assessment and induction process. This enables all parties to be clear about policy and procedure.

The following are examples of malpractice by Centre staff:

- Failing to keep assessment papers secure prior to assessment;
- Obtaining unauthorised access to assessment material prior to assessment;
- Failing to keep learner, computer or other files secure;
- Assisting or prompting learners with the production of answers;
- Failing to abide by the conditions of supervision designed to ensure the security of assessment.

The following are examples of malpractice by learners:

- A candidate copying another candidate's work in an examination;
- Use of Artificial Intelligence for assessment or course materials.
- A candidate bringing into an examination room notes that could be used to help answer the examination questions;
- A candidate using others' ideas and words in an assignment without clearly acknowledging the source of the information (plagiarism);
- A tutor giving a candidate unfair assistance with an assessment;

- An invigilator revealing the questions in an examination to candidates before the time of the examination.

All tutors, invigilators, registered centres, registered course providers and awarding body staff are required to report suspicions of malpractice on the part of candidates, tutors or anyone involved in providing the qualification. Such reports should be made directly to George Panteli or contact the appropriate Awarding Body for investigation and resolution.

Any member of staff/learner suspected of malpractice must be made fully aware, in writing, at the earliest opportunity of the nature of the suspected malpractice and the possible consequences should malpractice be proven.

Any member of staff/learner suspected of malpractice must have the opportunity to respond, preferably in writing, to allegations made.

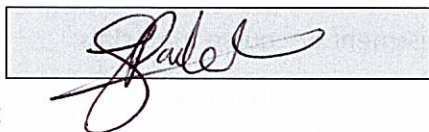
A member of staff/learner suspected of malpractice must be made aware of the routes for appealing.

Any case of staff/learner's malpractice will be resolved under the disciplinary procedure and could lead to dismissal. Please ask the Centre Manager for a copy of the disciplinary procedure.

To minimize the risk of malpractice R2S will:

- Ask Learners to declare that their work is their own;
- Use Learner Induction to inform about malpractice and outcomes;
- Ensure Learners use appropriate citations & referencing for research sources.

Signature:



Date:

