

## **MALPRACTICE STATEMENT**

### **What is malpractice?**

Malpractice refers to any act or practice which compromises (or attempts to compromise) the integrity of any qualification offered by IBCM.

This statement will cover malpractice by staff and by learners. Any allegations of suspected malpractice will be taken seriously and investigated accordingly.

IBCM will adhere to and abide by all the stipulations of the Joint Council of Qualifications (JCQ) guidelines on suspected malpractice in examinations and assessment and with any awarding body requirements.

### **Malpractice by students**

Malpractice by students can include the following:

- plagiarism of any nature (see IBCM Plagiarism Policy)
- collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- fabrication of evidence or results
- false declaration of authenticity in relation to the contents of a portfolio or coursework
- theft of another candidate's work
- copying from another candidate (including the use of IT to aid the copying)
- allowing work to be copied
- disruptive behaviour during an assessment session or in an examination room
- failing to abide by the conditions of supervision designed to maintain the security of assessments or examinations
- 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.

This list is not exhaustive and other instances of malpractice may be considered by IBCM at its discretion.

All students will receive a copy of this statement together with guidelines (as detailed by the JCQ) as to the penalties which could be imposed should any instance of malpractice be identified.

## Malpractice by centre staff

- Improper assistance to candidates
- inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidate's achievement to justify the marks given or assessment decisions made
- failure to keep candidate coursework/portfolios of evidence secure
- fraudulent claims for certificates
- inappropriate retention of certificates
- assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment (for example where 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
- facilitating and allowing impersonation
- failure to maintain the security of candidate scripts prior to despatch to the awarding body or examiner
- failure to notify the appropriate awarding body of an instance of suspected malpractice in assessments or examinations as soon as possible after an instance is discovered
- failure to conduct a thorough investigation into suspected examination or assessment malpractice when asked to do so by an awarding body

This list is not exhaustive and other instances of malpractice may be considered by IBCM at its discretion.

Full details of the processes which are to be followed against centres and the sanctions which can be applied are detailed in the JCQ document "General and Vocational Qualifications: Suspected Malpractice in Examinations and Assessments". All centre staff are to be made aware of the contents of this document and of any other relevant awarding body requirements.