

VIY Malpractice & Maladministration Policy

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Introduction

Volunteer It Yourself (VIY) will, at all times, be vigilant regarding malpractice and maladministration and, where this occurs, it will be dealt with in an open and fair manner. VIY encourages any staff who suspects malpractice/maladministration taking place to report this, in confidence, to the relevant Programme Director (for learners) and the COO (for staff).

Any learner or staff member suspected of being involved in major acts of malpractice/maladministration will, in all cases, be suspended following investigation and the appropriate disciplinary procedure will be invoked. VIY recognises that it has a responsibility to prevent instances of malpractice/maladministration and will not tolerate suspected or actual cases of malpractice/maladministration at any time.

Assessment malpractice

If/where malpractice occurs for formative assessment, formal warnings will be issued. If/where malpractice occurs for summative assessments/exams, VIY will consider termination on training/contract in line with disciplinary procedures. Learners and staff who are subject to this process and wish to appeal can do so, in writing, to either the Programme Director or the COO within five working days. VIY's appeals procedures will then be followed.

Prevention of malpractice/maladministration

VIY will aim to prevent and discourage malpractice (in assessment) and maladministration in the following ways:

- Include discussion at all inductions of malpractice/maladministration policy and consequences of malpractice/maladministration including the disciplinary procedure
- Include references in learner and staff handbooks
- Ensure full exam conditions are met and followed for tests (where relevant)
- Ensure full implementation of the internal verification strategy
- Ensure access controls are installed to prevent learners from accessing and using other people's work

Learner malpractice

Attempting to or carrying out any malpractice activity is not permitted. The following are examples of malpractice by learners. This list is not exhaustive and other instances of malpractice may be considered by VIY at its discretion:

Minor acts of learner malpractice

Typically relating to the submission of an incomplete or incorrectly completed workbook by a learner, these are handled by assessors on site directly with learners. Learner is made aware of our policy on such submissions (i.e. they cannot be marked and assessed) and is supported in resubmitting their workbook.

Major acts of learner malpractice

Extensive copying/plagiarism, a second or subsequent offence (which is inappropriate for the assessor to deal with):

- 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. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes, etc are an essential part of teamwork and this must be made clear to the learners
- 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 or an invigilator 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), mobile phones, tablets 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

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 VIY at its discretion:

- Failing to keep any mark schemes secure
- Alteration of any mark schemes
- Alteration of assessment and grading criteria
- 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 a scribe, 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

Whistleblowing

Whistleblowing is a term used to refer to an individual who discloses information related to actual malpractice/maladministration and/or the covering up of such practices. For all matters regarding whistleblowing and our related processes/procedures, please refer to our separate Whistleblowing Policy.