

Assessment Malpractice Policy

The fairness of the assessment process depends upon all parties acting in good faith and adhering 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 associate trainer.

What is Malpractice?

Any attempt to gain unfair advantage in a qualification for oneself or for another constitutes, as does any infringement of examination rules. Examples of malpractice include:

- A candidate copying another candidate's work in an examination;
- A candidate being substituted by another person to undertake the assessment process
- 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.

Aims of Policy

As stated malpractice consists of those acts, which undermine the integrity and validity of assessment, the certification of qualifications and/or damage Red Snapper Learning of those responsible for conducting the assessment certification.

This policy relates to malpractice in any assessment and certification context and sets out the rights and responsibilities with regard to malpractice of learners and associates of Red Snapper Learning.

Policy Statement

Red Snapper Learning does not tolerate actions (or attempted actions) of malpractice by:

- Learners
- Associate Trainers

In connection with any assessments and certification.

Red Snapper Learning will impose a total disqualification from the qualification where malpractice has been detected and proven, and will as policy, inform the candidate's employers of any such findings. Associates found to be involved in incidents (or attempted incidents) of malpractice will be summarily dismissed by the company and prohibited from any further involvement with the company. Where assessment malpractice is proven awarding bodies may also impose penalties or sanctions.

Requirements for Implementation

1. Learners will be informed of the company's policy on assessment malpractice during induction and through the candidates members page on the Internet.
2. Learners will be shown the appropriate formats to record cited texts and other materials or information sources including websites.
3. Red Snapper Learning will include assessment procedures which reduce the opportunity for malpractice including for example:
 - Periods of supervised sessions during which evidence for assessments is produced by the learner
 - Altering assessment assignments/tasks/tools on a regular basis
 - Using oral questions with learners for a single assignment/task in a single session for the complete cohort of learners
 - Ensuring access controls which prevent learners from accessing and using other people's work when using networked computers
4. Learners should be asked to declare that their work is their own when submitting assessments.
5. The Head of Centre will investigate incidents of learner and associate assessment malpractice.

Identification of Candidates

All candidates registering with Red Snapper Learning to undertake a BTEC qualification must be able to prove their identity. It will be the public sector client's responsibility to ensure that all of their staff is verified for identity prior to the commencement of the qualification.

Candidates will also be required to submit a date of birth. All candidate information will be given to the organisation for checking to ensure the correct candidate is attending and sitting all assessments.

The company will fully cooperate with all organisation's disciplinary procedures if any malpractice is discovered.