



SQA Approved Centre  
Scottish Qualifications Authority

# **Malpractice Policy for Core International Education**

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## Scope

This regulation shall take effect from September, 2019 and will apply to all students on the approved SQA RAK Centre approved programmes.

**Core International Education** treats all cases of suspected malpractice very seriously and will investigate all suspected and reported incidents of possible malpractice. The purpose of this Policy [*and Procedure*] is to set out how allegations of malpractice in relation to all SQA qualifications are dealt with. The scope of the policy is to provide:

- A definition of malpractice;
- Examples of student and center malpractice and maladministration; and
- Possible sanctions that may be imposed in cases of malpractice.

## 1. Introduction

1.1. For the purpose of this document ‘malpractice’ is defined as:

Malpractice means any act, default or practice (whether deliberate or resulting from neglect or default) which is a breach of SQA assessment requirements including any act, default or practice which:

- compromises, attempts to compromise, or may compromise the process of assessment, the integrity of any SQA qualification, or the validity of a result or certificate; **and/or**
- damages the authority, reputation or credibility of SQA or any officer, employee or agent of SQA

Malpractice can arise for a variety of reasons:

- Some incidents are intentional and aim to give an unfair advantage or disadvantage in an examination or assessment (deliberate non-compliance).
- Some incidents arise due to ignorance of SQA requirements, carelessness or neglect in applying the requirements (maladministration).

Malpractice can include both maladministration in the assessment and delivery of SQA qualifications and deliberate non-compliance with SQA requirements.

Whether intentional or not, it is necessary to investigate and act upon any suspected instances of malpractice, to protect the integrity of the qualification and to identify any wider lessons to be learned.

## 2. Malpractice - students

2.1. Some examples of student malpractice are described below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

- 2.1.1. Obtaining examination or assessment material without authorization.
- 2.1.2. Arranging for an individual other than the student to sit an assessment or to submit an assignment not undertaken by the student.
- 2.1.3. Impersonating another student to sit an assessment or to submit an assignment on their behalf.
- 2.1.4. Collaborating with another student or individual, by any means, to complete a coursework assignment or assessment, unless it has been clearly stated that such collaboration is permitted.
- 2.1.5. Damaging another student's work.
- 2.1.6. Inclusion of inappropriate or offensive material in coursework assignments or assessment scripts.
- 2.1.7. Failure to comply with published SQA regulations.
- 2.1.8. Disruptive behavior or unacceptable conduct, including the use of offensive language, at centre or assessment venue (including aggressive or offensive language or behavior).
- 2.1.9. Producing, using or allowing the use of forged or falsified documentation, including but not limited to:
  - personal identification
  - supporting evidence provided for reasonable adjustment or special consideration applications and
  - SQA results documentation, including certificates
- 2.1.10. Falsely obtaining, by any means, a SQA certificate.
- 2.1.11. Misrepresentation or plagiarism.
- 2.1.12. Fraudulent claims for special consideration while studying.
- 2.1.13. Failure to comply with instructions given by the assessment invigilator, ie, working beyond the allocated time; refusing to hand in assessment script / paper when requested; not adhering to warnings relating to conduct during the assessment

### 3. Malpractice - centre employees and stakeholders

Examples of malpractice by, teachers, tutors and other officers, (including, invigilators and examination administrators) are listed below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

All instances of centre malpractice will be reported to SQA before any investigation takes place as SQA may wish to carry out their own investigation into the malpractice.

- 3.1. Failure to adhere to the relevant SQA regulations and procedures, including those relating to center approval, security undertaking and monitoring requirements as set out by SQA.
- 3.2. Knowingly allowing an individual to impersonate a student.
- 3.3. Allowing a student to copy another student's assignment work, or allowing a student to let their own work be copied.
- 3.4. Allowing students to work collaboratively during an assignment assessment, unless specified in the assignment brief.
- 3.5. Completing an assessed assignment for a student or providing them with assistance beyond that 'normally' expected.
- 3.6. Damaging a student's work.
- 3.7. Disruptive behavior or unacceptable conduct, including the use of offensive language (including aggressive or offensive language or behavior)
- 3.8. Allowing disruptive behavior or unacceptable conduct at the center to go unchallenged, for example, aggressive or offensive language or behavior.
- 3.9. Divulging any information relating to student performance and / or results to anyone other than the student.
- 3.10. Producing, using or allowing the use of forged or falsified documentation, including but not limited to:
  - personal identification
  - supporting evidence provided for reasonable adjustment or special consideration applications
- 3.11. SQA results documentation, including certificates Falsely obtaining by any means a SQA certificate.
- 3.12. Failing to report a suspected case of student malpractice, including plagiarism, to SQA.

MPRC (Mal Practice Review Committee) of CIE will bring candidate malpractice concerns to the attention of SQA only if:

- ◆ the concern came to CIE's attention after submission of internal assessment marks

- ◆ any candidate affected by a malpractice decision, who —having exhausted their right of appeal within the centre — wishes to exercise their right of appeal to SQA; or
- ◆ there are other exceptional circumstances, eg the CIE believes that the malpractice case involves a criminal act

**The matter must also be reported to the police if the malpractice involves a criminal act.**

## 4. Investigation Process

All investigations will be under the direction of the SQA Coordinator.

The SQA Coordinator may appoint a member of staff to lead the investigation on the SQA Coordinators behalf and to carry out interviews with the relative parties. A MPRC (Mal Practice Review Committee) will be formed with the following members

1. SQA Coordinator
2. Exam controller
3. Faculty Representative

All interviews will be fully documented and the person being investigated may bring representation with them to the interview.

Once the investigation has been completed the decision of the investigation will be advised to the person being investigated within 5 working days of the decision being made.

The investigated person has the right to appeal any outcome of the investigation and must do so within 5 working days of the decision being advised to them.

Any appeal will be heard by an independent person who has not been involved in the investigation.

## 5. Possible malpractice sanctions

5.1. Following an investigation, if a case of malpractice is upheld, the MPRC may impose sanctions or other penalties on the individual(s) concerned. Where relevant MPRC will report the matter to SQA, and SQA may impose one or more sanctions upon the individual(s) concerned. Any sanctions imposed will reflect the seriousness of the malpractice that has occurred.

5.2. Listed below are examples of sanctions that may be applied to a student, or to a teacher, tutor, invigilator or other officer who has had a case of malpractice upheld against them. Please note that

5.3. this list is not exhaustive and other sanctions may be applied on a case-by-case basis

- 5.3.1. where the malpractice affects assessment performance, SQA may impose sanctions of its own

### **Possible study center actions and sanctions that may be applied to students**

- A written warning about future conduct.
- Student may be required to resubmit assessment evidence
- Notification to an employer, regulator or the police.
- Removal from the course.

### **Possible actions and sanctions that may be applied to teachers, tutors, assessors, invigilators, and other officers**

- A written warning about future conduct.
- Imposition of special conditions for the future involvement of the individual(s) in the conduct, teaching, supervision or administration of students and/or examinations.
- Informing any other Organization known to employ the individual in relation to SQA courses or examinations of the outcome of the case.
- MPRC may carry out unannounced monitoring of the working practices of the individual(s) concerned.
- Dismissal.

## **6. Appeals**

Staff and candidates who are found guilty of malpractice can appeal the decision if they think that they have been treated unfairly.

They must appeal to the Head of Centre, with 5 days of being informed of the outcome of the malpractice investigation.

The Head of Centre, or their nominee, will arrange for a further review of the evidence, by persons who have not been previously involved in the investigation.

In addition, where malpractice is investigated by SQA, decisions can be appealed.

Centres have the right to appeal a decision where a case of reported malpractice by the centre has been confirmed through investigation by SQA. Reference must be made to the SQA document “The Appeals Process: Information for centres”.

## **7. Record retention**

Core International Education will keep records of investigations of suspected malpractice and the outcomes of these.

Where an investigation of suspected malpractice is carried out, MPRC will retain related records and documentation for three years. Records will include any work of the candidate and assessment or verification records relevant to the investigation.

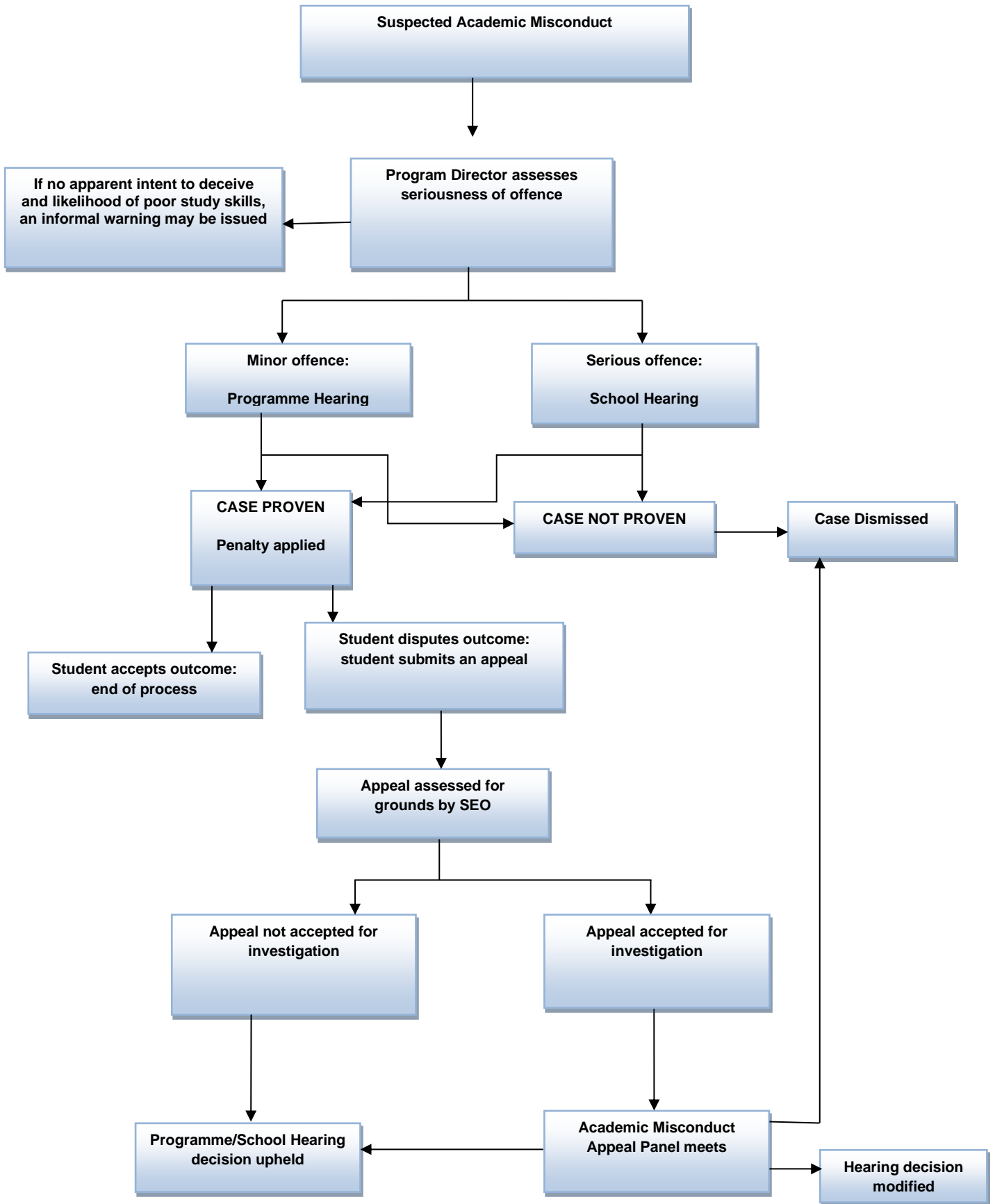
In an investigation involving a potential criminal prosecution or civil claim, records and documentation will be retained for six years after the case and any appeal has been heard. If

there is any doubt about whether criminal or civil proceedings will take place, we will keep records for the full six year period.

In the case of an appeal to SQA against the outcome of a malpractice investigation, assessment records will be retained for Six years.



## Annex A - Process flow chart





## ANNEX B: Guidance on determining whether an offence is minor or serious

**Plagiarism:** Reproduction of work from another source (e.g. student, academic source, internet), without appropriate acknowledgement.

<b>Minor</b>	<b>Serious</b>
Small amount of work reproduced without appropriate acknowledgement.	Significant amount of work reproduced without appropriate acknowledgement.
Unlikely intention to deceive.	Likely/proven intention to deceive.
No previous formal offence.	Previous formal offence.
First semester/stage of the programme.	Later stages of the programme.

For a particular penalty band to apply, it might normally be expected that at least three of the conditions listed in that band would be met by the case under consideration.

### Other Forms of Academic Misconduct

<b>Minor</b>	<b>Serious</b>
<b>Collusion</b>	
Collaborative work is apparent in a few areas, but possibly due to lack of student's/students' awareness.	Collaborative work reflects significant similarities, and is probably due to deliberate attempt to share.
<b>Fabrication of Primary Data</b>	
Substantial part of the data is original to the student.	A significant amount of data is found to be fabricated.
<b>Duplication</b>	
A small amount of work already submitted as part of a previous assessment is being passed off as new work for another assessment.	A significant amount of work already submitted as part of a previous assessment is passed off as new work for another assessment.
<b>Commissioning</b>	
N/A	Work commissioned from another person and submitted as the student's own.

<b>Minor</b>	<b>Serious</b>
<b>Theft of work</b>	
N/A	Someone else's work is taken without permission and passed off as the student's own
<b>Bribery and Blackmail</b>	
N/A	Academic advantage is sought through inducement or threats to others.
<b>False Declarations</b>	
N/A	False information is knowingly presented to the University in order to seek to gain academic advantage, for example in relation to Mitigating Circumstances and Appeals.
<b>Examinations and In-Class Assessments</b>	
Communicating with someone other than the invigilator during an examination or in-class assessment on unrelated matters.	Communication during examination or in-class assessment in order to seek academic advantage.
Unauthorised material is not relevant or intentionally used.	Use of unauthorised notes or other material (including in electronic format) in order to seek academic advantage.
	Attempting to copy from another student in the examination or in-class assessment.
	Misuse of examination or in-class assessment briefs, for example gaining prior knowledge of contents of unseen paper.
	Impersonation: Allowing another person to take the examination or in-class assessment on the student's behalf.
	Taking material away from examination or test when instructed not to.