Malpractice Policy

January 2019

**Scope and Rationale**

This policy sets out how CANTO Learning addresses any issues regarding malpractice. This policy applies to all staff and students at CANTO Learning.

The college has an obligation to its students and awarding bodies to ensure that the qualifications its students receive are an accurate representation of their work and of the knowledge and skills attained. If a student passes an assessment, or gets a qualification, by unfair means then this is unfair to those who have achieved the same qualification.

**Aim of the policy**

To maintain the principles of CANTO Learning and its qualifications.

To minimise the risk of malpractice by staff and students.

To ensure that there is standardisation in the investigations of malpractice and that this process remains fair.

To ensure appropriate actions are taken when an incident of malpractice occurs and is proven.

**CANTO Learning will:**

Ensure that students declare and sign to say the work is their own.

Ensure that to the best of their ability, students understand the importance of ensuring they submit their own work and the impact failing to do so could have.

Provide guidance when required on how to correctly source information from other sources such as the web, books etc.

Ensure that any investigation that takes place is sympathetic to all parties whilst maintaining high professional standards. Any investigation should:

Make the individual aware at the earliest opportunity of the nature of the concern.

(If appropriate support should be offered to ensure the individual understands the allegation and can provide their best response).

Ensure the individual understands as best they can the process and the right they have to appeal any decision.

Ensure that the process is appropriately documented.

**Definition of Malpractice by Students**

Examples of malpractice are given but other instances may be considered by the college if appropriate:

Plagiarism of any kind.

Working with another or in a group to produce work but submitting the work as if it were solely that of an individual.

Copying of another’s work.

Deliberately destroying another student’s work.

Making a false declaration about work contained within a portfolio or assessment.

**Definition of Malpractice by College Staff**

Inappropriate assistance to candidates.

Inappropriate awarding of marks for students work when there is insufficient evidence to support the marking or assessment decision.

Failure to keep student’s portfolios or assessment securely.

Assisting students in the production of work that would be outside of bounds of additional support for SEN students, special learner requirements.

Producing falsified witness/observation statements to support achievement.

Allowing evidence that is known not to be the students to be included in a portfolio.

Making false claims for certificates.

Created on 28th January 2019