

MALPRACTICE, MALADMINISTRATION AND PLAGIARISM POLICY

Responsible:	Director
Date Reviewed:	January 2025
Review Period:	Annually
Approval Authority:	Governors
External Release:	Yes

1.0 Scope and Purpose:

1. This policy is applicable to all further and higher education qualifications offered by Kingfisher Education.

2. This policy is intended for all staff and students to review, aiming to minimise the risks of malpractice, maladministration, and plagiarism.
3. Kingfisher Education strives to minimise risks, and detail the potential consequences of occurrences of malpractice, maladministration, and plagiarism.
4. To safeguard the integrity of Kingfisher Education and the accrediting organisations associated with the qualifications they provide.

2.0 Definitions

Malpractice is any deliberate act or neglect that compromises the process of assessment, the validity of a result or the integrity of a qualification.

Maladministration is deliberate incorrect or neglect of administration or recording of information that may compromise the process of enrolment, validity of a result or the integrity of a qualification.

Plagiarism is attempting to pass off other people's work and ideas as one's own.

Pearson defines an Adverse Effect as:

“situations in which learners are disadvantaged; an awarding organisation is unable to develop, deliver or award its qualifications appropriately; the standards of an awarding organisation's qualifications are adversely affected; or a public confidence in qualifications is undermined.”

Misuse of AI is also considered a form of plagiarism.

Misuse of AI is defined by JCQ: “where a student inappropriately uses an AI tool such that the work submitted for assessment is not their own and/or fails to appropriately reference their use of AI”

3.0 Examples

Examples of malpractice encompass, but are not limited to:

- Plagiarism or cheating committed by the student
- Staff cheating, which includes providing learners with an unfair advantage
- Intentionally neglecting to conduct internal assessments in alignment with the FEHE Fair Assessment Policy
- Ongoing disregard for administrative responsibilities
- Falsifying or altering results
- Sitting an exam on behalf of another individual
- Staff providing support to students in creating assessed work, where such assistance could impact the evaluation of that work

Instances of maladministration encompass, but are not restricted to:

- Intentional administrative mistakes
- Failing to perform essential administration

- Counterfeiting of certificates and assessment reports
- Examples of plagiarism include:
- Failing to reference other's work or opinions

Collusion: This occurs when a student provides their own work to another student, allowing them to present it as if it were their own. It also includes copying another student's work and falsely claiming it as original.

Contract cheating: This involves a student hiring a third party to complete their work, which they then submit as their own.

Examples of AI misuse:

- "Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own;"
- "Copying or paraphrasing whole responses of AI-generated content;"
- "Failing to reference use of AI tools when they have been used as a source of information" / "Incomplete or poor referencing of AI tools;"
- "Submitting work with intentionally incomplete or misleading references or bibliographies."

4.0 Responsibilities

- Students must take responsibility for ensuring their work is original and that they properly acknowledge and reference any external contributions or opinions using the Harvard Referencing system. They should also refrain from engaging in any form of cheating to gain an unfair advantage.
- Internal assessors are tasked with verifying the validity and authenticity of learners' internally assessed work.
- Internal verifiers are responsible for confirming that all necessary checks have been conducted during the assessment of work.

The Lead Internal Quality Assurer is charged with implementing measures to prevent and detect learner malpractice. They are required to notify awarding organizations of any instances or suspected instances of malpractice, maladministration, or plagiarism.

5.0 Preventative Measures

To prevent the risk of malpractice, maladministration and plagiarism from occurring, Kingfisher Education will:

- At induction, clarify the definitions of malpractice, maladministration, and plagiarism, along with how these will be monitored and enforced.
- Incorporate this policy into both student and staff handbooks.

- Early in the course, explain the concepts of individual ownership of ideas and words, the ownership of electronic materials, and the distinction between ‘intellectual property’ and ‘common knowledge.’
- Offer instruction in essential skills such as study techniques, research methodologies, writing proficiency, time management, and using a proper referencing system to accurately cite sources.
- Require the use of referencing bibliographies from the very beginning of the course.
- Collaborate as a team, ensuring that every Assessor diligently applies centre policies regarding referencing and bibliographies.
- Allow students to use AI tools only when explicitly authorized by course instructors or within assessment guidelines. In these instances, any AI-generated contributions must be transparently disclosed and referenced according to the centre's approved citation format.
- Unless expressly permitted, students are prohibited from using AI to generate answers, complete tasks, or create content for submissions. They are responsible for confirming whether AI assistance is allowed prior to usage.
- Course Instructors should promote responsible AI use, making sure that students can comprehend and articulate any AI-generated content they utilize.
- Avoid highly generic assignments; instead, create contextualized tasks that require learners to engage in in-depth research and analyze their findings individually.
- Attach an authenticity statement to every assignment brief, requiring learners to sign and date it to affirm that their work is original and that they understand the penalties for submitting plagiarized work (to be emailed and/or uploaded as necessary).
- Offer learners opportunities to discuss any challenges they may face, supporting them at every stage and providing necessary resources to help them complete their work effectively.
- Prevent learner overload by providing an assessment schedule that is agreed upon by the entire course team, ensuring adherence to it.
- Staff should model appropriate behavior and set a professional example for students, demonstrating integrity by citing sources in lectures and resources.
- Establish an online portal (Turnitin) for submitting work, allowing assessors to conduct electronic anti-plagiarism checks and verify cited sources.
- Discourage students from sharing digital copies of their work with others.
- Verify the identity of learners prior to examinations.
- Create individual accounts on internal computers for students to prevent access to each other's work.
- Offer supervised sessions where students can produce evidence for their assessed work.
- Invite students for vivas to assess their understanding of the material when doubts arise.

6.0 Investigation for Internal Assessment

- In cases where malpractice, maladministration, or plagiarism is suspected, Kingfisher Education will initiate an investigation. This will typically be conducted by the Head of FEHE, the Principal, or a senior staff member independent of the situation.
- The individual(s) involved will be informed in writing, as soon as possible, about the nature of the alleged malpractice. This communication will outline their rights, including the right to appeal, along with details of the Appeals Procedure and potential consequences if malpractice, maladministration, or plagiarism is confirmed.
- The individual(s) will be made aware of any third parties to whom we might need to disclose information, such as regulators, relevant awarding organizations, and law enforcement.
- The individual(s) will have the opportunity to respond, seek advice, or submit a written statement if they choose.
- If an allegation is directed at an assessor, their assessment duties will be suspended during the investigation.
- Staff and/or students involved in the suspected malpractice, maladministration, or plagiarism will be interviewed according to the company's policies and procedures.

- Kingfisher Education will consider the necessity of having a parent, guardian, representative, or centre staff present for students under 18 and vulnerable adults.
- The investigation will be documented and submitted to the relevant awarding organization by the Lead Internal Quality Assurer.
- All information will be recorded and retained in accordance with the College's Data Protection and Privacy Policy.
- In cases where a student is found to be at fault, the Student Disciplinary Procedure will be enacted.

7.0 Potential Consequences

Established instances of malpractice, maladministration, or ongoing plagiarism may lead to the following consequences:

- A verbal warning along with additional lessons for better comprehension (if the initial offense occurred in the first term of the first year). The assessment may be deemed failed, with a resubmission required following the designated procedure.
- Issuance of written warnings
- Failure of the assessment
- Failure of the unit
- Alteration of results or certificates
- Expulsion from the course
- Revocation or invalidation of previously issued certificates.

For cases involving staff the Director will decide whether or not it is necessary to implement the Staff Disciplinary Procedure.

8.0 Reporting

1. Reporting to awarding bodies will be done by the Lead Internal Quality Assurer.
2. Kingfisher Education will report any of the following to the relevant awarding organisation:
 - Malpractice or attempted malpractice by centre staff;
 - Maladministration by centre staff; and
 - Malpractice or attempted malpractice by students in relation to externally assessed units.

9.0 Reporting to Pearson

For qualifications accredited by Pearson, incidents shall be reported using the following details:

- Learner malpractice: candidatemalpractice@pearson.com
- Centre/centre staff malpractice or maladministration: pqsmalpractice@pearson.com

If malpractice relating to internally assessed units has occurred after certificates have been issued, Kingfisher Education will immediately contact the relevant awarding organisation. For qualifications

accredited by Pearson Kingfisher Education shall contact the Investigations team by emailing: pqsmalpractice@pearson.com

Where learners are suspected of malpractice in relation to externally assessed units of vocational qualifications (such as examinations within BTEC NQF), the Lead Internal Quality Assurer will inform Pearson at the earliest opportunity by completing a JCQ Form M1, and submitting this and all supporting documentation to: candidatemalpractice@pearson.com.

4. Where there is suspected malpractice by centre staff the Lead Internal Quality Assurer will inform the awarding organisation before any investigation is undertaken. For qualifications accredited by Pearson a JCQ Form M2(a) will be completed and submitted with supporting documentation to: pqsmalpractice@pearson.com
5. Kingfisher Education will support awarding organisations with any investigation they require to carry out regarding malpractice, maladministration and plagiarism from either centre staff or students.