

Malpractice and Plagiarism Policy

Aligned with Ofsted, NCFE, SEND Code of Practice, Equality Act, and KCSIE



This is a controlled document and, as such, will be kept read only. Any changes must be approved by the Author.

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MALPRACTICE AND PLAGIARISM POLICY

1. INTRODUCTION

Hatfield Wick Education (HWE) is committed to maintaining the integrity, credibility, and security of its qualifications, assessments, and operational practices. Malpractice and plagiarism undermine the public confidence in qualifications and the reputation of both the centre and awarding organisations.

This policy sets out the procedure for preventing, identifying, investigating, and responding to malpractice and plagiarism. It aligns with requirements of awarding organisations, including **NCFE**, **Ofsted** expectations, The **Equality Act 2010**, **SEND Code of Practice**, and **Keeping Children Safe in Education (KCSIE)**.

2. DEFINITIONS

Malpractice

Malpractice refers to any deliberate action, omission, or practice that compromises the integrity of assessment, certification, or administrative processes. This includes maladministration, such as negligent or dishonest administrative practices.

Plagiarism

Plagiarism is the presentation of another person's work, ideas, or intellectual property as one's own without appropriate acknowledgment, whether intentional or unintentional.

3. EXAMPLES OF MALPRACTICE

Learner Malpractice

- **Plagiarism:** Copying another person's work without citation.
- **Collusion:** Working with others to produce work presented as individual effort.
- **Impersonation:** Substituting or arranging for another person to take an assessment.
- **Cheating:** Using unauthorised materials or devices to gain an unfair advantage.
- **Falsifying Records:** Providing inaccurate declarations or altering documents.

Staff Malpractice

- Failing to secure confidential materials, including assessment papers.
- Fabrication or falsification of assessment evidence or results.
- Assisting learners beyond permissible support.
- Misusing access arrangements, such as providing unauthorised scribe assistance.

- Fraudulent claims for certificates or results.

4. PREVENTION MEASURES

HWE takes proactive steps to reduce the occurrence of malpractice and plagiarism, including:

Learner Education:

- Training learners on proper referencing and academic integrity during induction.
- Providing resources and workshops on how to avoid plagiarism.

Assessment Design:

- Using varied and updated assessment tasks to minimise opportunities for plagiarism.
- Incorporating supervised assessments and oral questioning to verify learner understanding.

Internal Verification:

- Conducting robust quality assurance to identify irregularities.

Technology Use:

- Employing plagiarism detection software for submitted assessments.

5. RESPONSIBILITIES

Directors

- Oversee investigations and report suspected or confirmed cases to the awarding body.
- Ensure compliance with awarding body regulations.

Assessors and Invigilators

- Monitor learners during assessments to detect potential malpractice.
- Ensure secure handling of assessment materials.
- Report concerns promptly

Learners

- Submit work that is authentic and free from plagiarism or collusion.
- Report any observed malpractice to a staff member.

6. REPORTING AND INVESTIGATION PROCEDURES

Initial Reporting:

- Suspected malpractice must be reported immediately to the designated member of staff responsible for investigations.
- The individual is notified of the allegations in writing, unless this would compromise safeguarding or an ongoing investigation.

Investigation Process:

- A thorough investigation is conducted fairly and promptly.
- Evidence will be gathered and recorded.
- The learner or staff member under investigation is given the opportunity to respond.

Outcomes:

- Findings are reported to the awarding body.
- If malpractice is confirmed, appropriate sanctions are applied.

Sanctions:

- Learners may face removal from the programme or the invalidation of assessments.
- Staff may face disciplinary action, up to dismissal, for confirmed malpractice.

Appeals:

- Individuals have the right to appeal decisions using HWE's Appeals Policy.

7. SAFEGUARDING AND SEND CONSIDERATIONS

Safeguarding:

- Investigations involving vulnerable learners or staff are conducted sensitively, following **KCSIE** guidelines.
- The Designated Safeguarding Lead (DSL) is consulted where safeguarding concerns arise.

SEND Adjustments:

- Reasonable adjustments are provided to ensure fairness for learners with SEND during assessments and investigations.
- Support is offered to ensure all learners understand assessment requirements.

8. MONITORING AND REVIEW

Policy Review:

This policy is reviewed annually to reflect changes in legislation, awarding body requirements, or best practices.

Feedback and Continuous Improvement:

Feedback from learners, staff, and external verifiers informs improvements to malpractice prevention strategies.

9. COMMUNICATION AND TRAINING

Staff Training:

All staff receive regular training on preventing, detecting, and addressing malpractice and plagiarism.

Learner Awareness:

Information on malpractice and plagiarism is included in learner handbooks, induction materials, and assessment briefs.

10. CONTACTS

Member Responsible for Investigations:

- Adam Smyth
- Email: adam.smyth@hatfieldwickededucation.org

This policy ensures the integrity of Hatfield Wick Education's assessments while fostering a culture of fairness and academic excellence.