



Malpractice, Maladministration & Plagiarism Policy

**Date 09/08/21
Reviewed 21/10/25
Date of next review 20/10/26**

Contents

Introduction.....	2
Maladministration	2
Plagiarism	2
Aim of Policy.....	2
Procedure	2
Examples of Malpractice by Learners.....	3
Examples of Malpractice and Maladministration by Staff	3

Introduction

BuildASkill Ltd (the Centre) is committed to minimising the risk of malpractice, maladministration, and plagiarism. The lead person for overseeing this policy is the Director Corelli Bentham.

Definitions

Malpractice

The term 'malpractice' covers any deliberate actions, neglect, default, or other practice that compromises, or could compromise the:

- assessment process.
- integrity of a regulated qualification.
- validity of a result or certificate.
- reputation and credibility of the awarding body; or,
- qualification or the wider qualifications community.

Malpractice may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records to claim certificates.

Failure by a Centre to deal with an identified issue may constitute malpractice.

Maladministration

Maladministration is any activity, neglect, default, or other practice that results in the Centre or learner not complying with the specified requirements for delivery of the qualifications as set out in the relevant codes of practice, where applicable

Plagiarism

Failure to acknowledge sources properly and/or the submission of another person's work as if it were their own.

Aim of Policy

To identify and minimise the risk of malpractice and maladministration by learners or staff.

To respond to any incident of alleged malpractice promptly and objectively.

To standardise and record any investigation of malpractice to ensure openness and fairness.

To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven.

To protect the integrity of the Centre and qualifications.

Procedure

To meet these aims, the Centre will:

- Seek to avoid potential malpractice by using the induction period to inform learners of the Centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice.

- Show learners the appropriate formats to record cited texts and other materials or information sources.
- Ask learners to declare that their work is their own.
- Ask learners to provide evidence that they have interpreted, synthesized appropriate information, and acknowledged any sources used.
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Centre Coordinator and all personnel linked to the allegation.
- Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
- Give the individual the opportunity to respond to the allegations made.
- Inform the individual of the avenues for appealing against any judgment made.
- Document all stages of any investigation.

Where malpractice is proven, the Centre will apply penalties / sanctions that are appropriate to the nature of malpractice.

Examples of Malpractice by Learners

- Plagiarism of any nature.
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work.
- Copying (including the use of ICT to aid copying).
- Deliberate destruction of another's work.
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of a portfolio or coursework.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

The above list is not exhaustive and other instances of malpractice may be considered by this Centre at its discretion:

Examples of Malpractice and Maladministration by Staff

- Improper assistance to candidates.
- Inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made.
- Failure to keep candidate coursework/portfolios of evidence secure.
- Fraudulent claims for certificates.
- Inappropriate retention of certificates.

- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the learner.
- Producing falsified witness statements, for example for evidence the learner has not generated.
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment

The above list is not exhaustive and other instances of malpractice and maladministration may be considered by the Centre at its discretion: