



Academic Malpractice, Misconduct and Maladministration Policy (Further Education and Apprenticeships) 2025- 2027

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. POLICY STATEMENT

1.1 This policy outlines the college's commitment to maintaining the integrity and validity of its assessments and qualifications. Suspected malpractice includes any alleged incident involving staff or appointed individuals such as invigilators or scribes, which may compromise assessment standards. Academic misconduct refers to deliberate actions by students—such as cheating, plagiarism, collusion, or falsification of information—intended to gain unfair advantage. Maladministration encompasses failures in adhering to required administrative processes, potentially affecting the credibility of qualifications. All cases will be investigated thoroughly and addressed in accordance with Askham Bryan College and Awarding Organisation regulations.

2. PURPOSE

2.1 This policy is written for Askham Bryan College staff working in Further Education and/ or Apprenticeships at the College. It will clearly state the processes to following if academic misconduct, malpractice or maladministration is suspected regarding the delivery of general and vocational qualifications certified by Awarding Organisations and in-line with the Joint Council for Qualifications (JCQ).

3. SCOPE AND LIMITATIONS

3.1 This policy applies across all Askham Bryan College sites and to all staff and students connected with Further Education, Adult Skills or Apprenticeship programmes

4. RESPONSIBILITIES

4.1 The **Head of Department** and/or **Curriculum Team Leader**, supported by the Quality team are responsible in ensuring the staff know where to find and how to interpret Awarding Organisation quality assurance documentation and guidance relating to assessment practices for the qualifications they are responsible for. The HOD/CTL may be required to conduct internal investigations of suspected malpractice for staff or students if directed to do so by the Awarding Organisation or Quality Team.

4.2 The **Course Manager** is responsible for delivering training to students at the start of their programme of study to share these expectations and to provide guidance on how to avoid plagiarism and how to reference work suitable to their level of study. The Course Manager is responsible for following the Support for Continuing Studies Policy where academic malpractice has been identified.

4.3 **Lecturers/tutors/assessors** are responsible for ensuring assessments are carried out in line with the Awarding Organisation regulations. Assessors are to remain observant for signs of academic misconduct and malpractice and to notify their lead IQA (internal quality assurer) or line manager in the first instance to agree how to proceed for any suspected cases.

4.4 **Internal Quality Assurers** are responsible for checking that assessments have been carried out in line with Awarding Organisation regulations and to remain vigilant for signs of academic misconduct when conducting quality assurance activities. IQA's should notify the line manager in the first instance to agree how to proceed for any suspected cases.

4.5 The **Head of Quality** will be responsible for notifying the Awarding Organisation of suspected cases of malpractice, misconduct or maladministration and carrying out their instruction. The Head of Quality will notify People Services of any investigation against a member of staff for alleged malpractice or maladministration.

5. TERMINOLOGY

5.1 Academic Malpractice

For the purposes of this document suspected malpractice means all alleged or suspected incident of malpractice.

'Centre staff malpractice' means malpractice committed by:

- a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or
- an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, an Oral Language Modifier, a practical assistant, a prompter, a reader or a scribe.

Instances of malpractice arise for a variety of reasons. Some incidents are intentional and aim to give an unfair advantage in an examination or assessment; some incidents arise due to a lack of awareness of the regulations, carelessness or forgetfulness in applying the regulations; some occur as a result of the force of circumstances which are beyond the control of those involved (e.g. a fire alarm sounds and the supervision of candidates is disrupted).

5.2 Academic Misconduct

Academic misconduct refers to student conduct and is defined as 'any case of deliberate, premeditated cheating, collusion, plagiarism or falsification of information, in an attempt to

deceive and gain an unfair advantage in assessment.'

Assessment includes the preparation of and authentication of any and all forms of written work, designs, ideas, constructions, practicals, presentations, demonstrations, accreditation of prior learning portfolios, in-class tests and all forms of examination, assessment and professional discussions. (List is not exhaustive).

5.2.1 Cheating includes (not exhaustive):

- Any form of communication with or copying from any other source during an examination or other controlled assessment.
- Communicating during an examination or other controlled assessment with any person other than an authorised member of staff.
- Introducing any written, printed or other material into an examination (including electronically stored information) other than that specified in the rubric of the examination paper.
- Gaining access to unauthorised material during or before an assessment.
- The use of mobile telephones, Smart watches, Smart glasses, electronic devices or pagers during an assessment or examination.
- The submission of false claims of previously gained qualifications, research or experience in order to gain credit for prior learning.
- the falsification of research data, the presentation of another's data as one's own and any other forms of misrepresentation in order to gain advantage
- The submission of work for assessment that has already been submitted as all or part of the assessment for another module without the prior knowledge and consent of the module leader for subsequent assessment.
- **The use of AI to generate answers which are claimed to be original.**

5.2.2 Plagiarism includes (not exhaustive):

- The representation of the work, written or otherwise, of any other person, from any source whatsoever, as the candidate's own. Examples of plagiarism may be as follows:
- The verbatim copying of another's work without clear identification and acknowledgement including the downloading of materials from the internet without proper referencing and acknowledgement
- The close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without clear identification and acknowledgement.
- Unidentified and unacknowledged quotation of phrases from another's work.
- The deliberate and detailed presentation of another's concept as one's own.

5.2.3 Collusion includes (not exhaustive):

- The conscious collaboration, without official approval, between two or more students in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/or is represented by each to be the product of their individual efforts.
- Unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.

5.3 Maladministration

Maladministration is any activity which results in non-compliance with the expected college administration processes which could then result in mistakes or poor administration within a centre which could be seen to damage the integrity or validity of a qualification a student is to be registered on.

Examples of maladministration could include failing to adhere to awarding organisation key dates and deadlines relating to the delivery of examinations and assessments (such as those relating to the return of scripts, reporting of internal assessment marks/grades, making entries/claim and head of centre declarations. In addition, late student registrations, inaccurate claims for certificates, failure to adhere to college processes for the registration of students, failure to maintain auditable records, incorrect use of Awarding organisation logos and trademarks. This list is not exhaustive.

See Appendix 2 for more details in this document: [Malpractice Sep24 FINAL.pdf](#)

6. GENERAL PRINCIPLES

6.1 Academic Malpractice

Irrespective of the underlying cause or the people involved, all allegations of malpractice in relation to examinations and assessments need to be investigated to protect the integrity of the qualification and to be fair to the centre and all candidates.

Investigation and procedural actions will take place in-line with Awarding Organisation policies and JCQ policy and regulations [Malpractice Sep24 FINAL.pdf](#) and in line with the College Staff Disciplinary Policy.

6.2 Academic Misconduct

All alleged cases of academic impropriety will be investigated thoroughly and where there is evidence of academic misconduct the appropriate action will be taken as detailed below.

The incident will remain on the student's record and may be noted in any future request for references.

For cases of serious academic misconduct, a student will be subject to the JCQs policies and procedures [Malpractice Sep24 FINAL.pdf](#) which can ultimately result in removal from the College.

The College will, where appropriate, inform the Awarding organisation. It is the student's responsibility to be aware of the regulations, and of the potential penalties that such dishonesty may incur.

It is recommended that Course Managers share the JCQ Information for Candidates – Coursework Assessment document with students, plus any relevant awarding organisation guidance with students ahead of any assessment taking place. [IFC- Coursework Assessments 2025 FINAL.pdf](#)

7. PROCEDURES

- 7.1 In the event that academic malpractice or misconduct is identified, the Quality team must be notified using the quality@askham-bryan.ac.uk email address. The Head of Quality will notify the appropriate Awarding Organisation who will advise on the course of action to be taken in line with the JCQ Suspected Malpractice Policies and Procedures. [Malpractice_Sep24_FINAL.pdf](#)
- 7.2 In the event that maladministration is identified, the Quality team must be notified using the quality@askham-bryan.ac.uk email address. The Head of Quality will notify the relevant Awarding Organisation to notify them of the potential breach. An internal investigation will be conducted by a suitably appointed Manager in line with the Awarding Organisation guidance provided.
- 7.3 In the event that a member of staff is investigated against either of the malpractice or maladministration categories, People Services will be informed for awareness only. It will remain the responsibility of the Manager appointed by the Awarding Organisation to carry out any internal investigation. If it is felt that disciplinary action against the member(s) of staff suspected of maladministration or malpractice is necessary, People Services will be informed and People Services will then become involved in the investigation and the Staff Disciplinary Policy and procedures will apply.

8. MONITORING AND REVIEW

- 8.1 The Assistant Principal (Quality and Performance) assisted with the Head of Quality will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed every 2 years by the Head of Quality.

9. SUPPORTING/RELATED DOCUMENTS

- Academic misconduct flow chart
- Assessment Regulations and Appeals Procedure
- FE Admissions Policy and Procedure
- JCQ Suspected Malpractice Policies and Procedures
- JCQ M1 Report of suspected candidate malpractice
- Staff Disciplinary Procedure
- Support for Continuing Studies Policy and Procedure
- Use of AI Policy
- Whistleblowing Policy

10. RELEVANT LEGISLATION

- Public Interest Disclosure Act 1998

11. DOCUMENT HISTORY

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