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 **Jokings International Business College**

 **Malpractice and maladministration policy**

**Guidance**

**1. Malpractice**

Malpractice is essentially any activity or practice which deliberately contravenes the regulations and compromises the integrity of the assessment process and/or the development, delivery or award of the qualification.

The categories listed below are examples of centre and learner’s malpractice. Please note that these examples are not exhaustive and are for guidance.

 **Centre**

Breach of security – breaking the confidentiality of question papers or materials and the confidentiality of learners’ scripts. It could involve

* Insecure storage of external assessment papers
* Unauthorised amendment, copying or distributing of external assessment papers
* failing to supervise adequately learners during an assessment.

**Deception** - Any act of dishonesty in relation to any examination or assessment.

**It could involve**

Inventing or changing marks for internally assessed components where there is no actual evidence of the learner achievement

* manufacturing evidence of competence against standards
* Fabricating assessment and/or internal verification records or authentication statements.

**Improper assistance to learners** - Giving assistance beyond that permitted by the specification to a learner or group of learners, which results in an advantage in an examination or assessment. It could involve

* Assisting learners in the production of controlled assessments or coursework
* Sharing or lending learners’-controlled assessments or coursework with other learners
* Assisting or prompting learners with the production of answers
* Permitting learners in an examination/assessment to access prohibited materials.

**Maladministration** - essentially any activity or practice which results in noncompliance with JIBC regulations/procedures. It could involve

* Contravention of JIBC centre and qualification approval conditions
* Failure to carry out actions identified by our external verifiers in the required timescales
* Failure to adhere to JIBC learner’s registration and certification procedures
* Fraudulent claim for certificates
* Deliberate misuse JIBC logo
* Submission of false information to gain a proxy or a qualification Learner

**It could involve**

* The alteration or falsification of any results document, including certificates
* Plagiarism of any nature by learner
* Disruptive behaviour by learner in the examination room or during an assessment session (including the use of offensive language)
* Copying from or allowing another learner to copy their work
* Making a false declaration of authenticity in relation to the authorship of controlled assessments, coursework or the contents of a portfolio
* Bringing into the examination room or assessment situation unauthorised material, for example: notes, study guides and personal organisers, own blank paper, calculators, dictionaries (when prohibited), electronic dictionaries, iPods, mobile phones, MP3 players, pagers or other similar electronic devices
* Impersonation - pretending to be someone else, arranging for another person to take one’s place in an examination or an assessment.

**2. Evidence**

The documents listed below are examples of evidence to accompany the report Form M2. Please note that these examples are not exhaustive and are for guidance.

* A statement of the facts, a detailed account of the circumstances of the alleged malpractice, and details of any investigations carried out by the centre
* Written statements from the individual(s) making the allegation
* Written statement(s) from the invigilator(s), witnesses, assessor, internal verifier(s) or other staff who are involved
* Written statement(s) from the alleged (member of staff or learner)
* Any mitigating factors
* Unauthorised material found in the examination/assessment room
* Any work of the learner
* Any associated materials/documents which is relevant to the investigation.

**3. Reports**

Departmental Units should send the report (Form M2) and any accompanying evidence to Academic offences panel.

Where the centre conducts its own investigation before submitting the report, they should:

* Ensure that staff leading the investigation are independent of the staff/learners/function being investigated
* Inform those who are suspected of malpractice that they are entitled to know the necessary details of the case and possible outcomes
* Submit the findings of their investigation to JIBC with their report.

The report must include:

* Departmental Units name, address and number
* Learner’s name and Learner ID number
* Departmental Units staff details (name, job role) if they are involved in the case

Title and number of the JIBC qualification/unit affected

 Date(s) suspected or actual malpractice occurred full nature of the suspected

or actual malpractice

 Contents and outcome of any investigation carried out by the centre or anybody else involved in the case, including any mitigating circumstances

 Together with the appropriate evidence as mentioned above.

4. Sanctions and Penalties

JIBC will determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved. Not all the sanctions and penalties are applicable to every type of qualification or circumstance.

JIBC may, at their discretion, impose sanctions or penalties against a centre, member

of staff or learner. These sanctions and penalties may be applied individually or in combination.

The following are examples of sanctions and penalties. Please note that these examples are not exhaustive and are for guidance

 Written warning (all)

 Review and report - action plans (centre)

 Additional monitoring or inspection (centre)

 Suspension of learner registration and/or certification (centre)

 Withdrawal of approval for a specific qualification (centre)

 Withdrawal of centre recognition (centre)

 Special conditions regarding the future involvement in qualification (member

of staff)

 Suspension from all involvement in qualification (member of staff)

 Loss of marks for unit (learner)

 Disqualification from unit and /or qualification (learner)

 Barring of learner from JIBC qualifications (learner)