

## Learner Malpractice Policy

### Scope

This policy is intended for learners and SEA staff. All guidance is aligned with the requirements of our credit rating bodies, Glasgow Caledonian University (GCU) and ILM/City & Guilds. The Social Enterprise Academy (SEA) and its accrediting partners are committed to providing high-quality qualifications which are assessed and awarded consistently, accurately, and fairly. To this end we require everyone that is involved in the implementation, assessment, and quality assurance of our qualifications to demonstrate honesty and integrity.

### Examples of Learner Malpractice

#### **1. Breach of examination or assessment rules, regulations and requirements**

Examples of this would include:

- Falsification of assessment evidence or results documentation
- Plagiarism of any nature
- Collusion with others
- False declaration of authenticity in relation to the contents of a portfolio or coursework
- The submission of a piece of work purchased from a third party. For example, from an essay or assignment writing service
- Copying from notes provided by another learner (including the use of ICT to aid copying), or allowing work to be copied
- Deliberate destruction or tampering with a learner's work or assessment records
- Offering a bribe of any kind to an invigilator, a learner, a member of centre, or credit rating body staff
- Forging another learner(s) and/or staff signatures.

If suspected malpractice in learner work is identified, SEA, ILM and GCU will consider learner work submitted for assessment electronically via an e-portfolio or by any other electronic means as having been declared as authentic by the learner.

## **2. Inappropriate conduct during an examination/assessment session**

*At present the Social Enterprise Academy does not use exams to assess learners.*

## **3. Plagiarism**

Learner plagiarism is defined as the practice of learners submitting any work for assessment that is not their own. This could be any percentage of work that has not been referenced correctly and has been copied from published work, the internet, or any other sources. Examples of plagiarism include:

- The use of downloaded content including text, images, diagrams etc. from the internet without acknowledgement of the source
- Copying and pasting extracts or whole texts from another's work, published or unpublished, without the use of quotation marks and/or acknowledgement of the source
- Use of diagrams, images, course notes without acknowledgement of the source
- Paraphrasing/summarising extensively the work of another or using their ideas without an acknowledgement of the source
- The use of purchased essays submitted as a learner's own work.

## **4. Collusion**

Collusion is defined as two or more learners who collaborate on a piece of work, beyond the level that is permitted. Collusion can take the following forms:

- Two or more learners collaborating to produce a piece work together with the intention that it is submitted as their own, individual work. Or with the intention of at least one learner submitting it as their own, individual work. In some circumstances, learners may work together on projects, however we expect learners to write up the assignment individually and reflect on their own learning from completion of the joint project. Any materials shared within the project must be acknowledged in order to avoid plagiarism and where possible content should be created independently to avoid this occurring.
- A learner submitting the work of another learner (with their consent) as their own, individual work. In such cases, both learners would be deemed to have committed collusion

- Unauthorised co-operation between a learner and a third party in the production of a piece of work that will be submitted as the learners own.

### **Further information**

The fundamental principle of malpractice investigations is to conduct them with integrity, and in a fair, objective and professional manner, ensuring that all relevant facts and circumstances are considered without bias. It is not assumed that, because an allegation has been made, it is true. In any case of suspected learner malpractice, the Academy will follow the guidance set out in the detailed policies of the relevant credit rating body.

Any guidance used will be made available to learners as required and contains information on responsibility to and procedures for reporting malpractice, and detailed guidance on conducting investigations into malpractice.