Malpractice Policy

Aim

1. To identify and minimise the risk of malpractice by staff or learners
2. To respond to any incident of alleged malpractice promptly and objectively
3. To standardise and record any investigation of malpractice to ensure openness and fairness
4. To follow the reporting procedure in line with the Awarding Organisation policy
5. To impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven
6. To protect the integrity of Cadet Vocational College's qualifications

To do this, Cadet Vocational College will:

Seek to avoid potential malpractice by using the induction period and the learner handbook to inform learners of the centre's policy on malpractice and the penalties for attempted and actual incidents of malpractice including the use of artificial intelligence AI as a means of passing work as the learners own.

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 as stated above and not use AI.

Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.

Investigate in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Centre and all personnel linked to the allegation. It will proceed through the following stages:

All suspected or actual cases of malpractice and maladministration will be reported to the
Awarding Organisations immediately as set out within the requirements of the Awarding Organisation.
We will 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. We will give the individual the opportunity to respond to the allegations made. We will inform the individual of the avenues for appealing against any judgment made, document all stages of any investigation and make them available to the Awarding Organisation.

Where malpractice is proven, Cadet Vocational College will apply the following penalties/sanctions:

- Undergo investigation by Cadet Vocational College
- Cadet Vocational College will ask you to revise your work
- Report the outcome to Awarding Organisation
- Potential removal from future courses by Cadet Vocational College and the Awarding Organisation

Link
The following key Pearson/City and guilds links are provided to be helpful when reading the CV College's Malpractice policy:

- Pearson Centre Guidance on dealing with malpractice and maladministration in vocational qualifications
- Plagiarism factsheet
- Complaints Policy
- 2024 -2025 Managing cases of suspected malpractice in examinations and assessments
- investigationandcompliance@cityandguilds.com

When reporting instances of plagiarism the standard information below must be included within the communication:

- Centre name and number
- Full nature of the malpractice
- Please note any urgent/high risk concerns
- People involved (e.g. Assessor/learner)
- Date(s) malpractice occurred
- Qualification(s) affected.