

## **Staff Malpractice (UAL) Policy**

Please read this policy in conjunction with the policies listed below:

- UAL Assessment Policy
- Staff Disciplinary Policy

### **1.1 Definition of malpractice**

Malpractice consists of those acts which undermine the integrity and validity of assessment and the certification of qualifications; and/or damage the authority of those responsible for conducting the assessment and certification

### **1.2 Examples of malpractice by LSFC staff**

The list below is not an exhaustive or definitive list.

- 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 LSFC 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 work, to be included in a learner's portfolio/assignment.
- Misusing the conditions for special learner requirements, for example where learners are permitted support such as amanuensis. Support is only permissible up to the point where such support has the potential to influence the outcome of the assessment.
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.
- Failure to keep any awarding body mark schemes secure.
- Alteration of awarding body assessment and grading criteria.
- Failure to assess learner work within an appropriate timescale.
- Facilitating and allowing impersonation.
- Falsifying records/certificates, for example by alteration or substitution; or by fraud.

### **2.1 Investigating alleged staff malpractice**

- The investigation will be conducted by the Head or his/her nominated representative.
- The LSFC will make the accused fully aware of the alleged malpractice and of possible consequences should the malpractice be proven.
- The LSFC will give the accused the opportunity to respond and the right of appeal should a judgment be made against them.

### **3.1 Penalties and Sanctions**

- Sanctions will follow the code laid down in the Staff Disciplinary Procedure.
- Where malpractice against the LSFC member of staff is proven, UAL will be informed.