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<b>Policy Name</b>	Malpractice and Maladministration Policy
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<b>Recent Review Date</b>	December 2024	<b>Next Review Date</b>	December 2025
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### **Purpose/Scope**

This policy outlines the approach to addressing incidents of plagiarism and assessment malpractice at NXT GEN Education Ltd. It aims to ensure incidents are handled transparently and fairly, with appropriate deterrents and sanctions to reduce risks.

### **Objectives**

- To prevent and reduce malpractice and maladministration.
- To respond promptly and impartially to any incidents.
- To standardise investigations for transparency and fairness.
- To safeguard the integrity of assessments and qualifications.

All members of NXTGEN are required to report any suspected or actual malpractice to the Quality Nominee, who will notify the relevant awarding bodies.

### **Goals**

- Identify and reduce the risk of malpractice by staff and learners.
- Respond quickly to incidents and ensure impartiality.
- Apply appropriate sanctions and penalties.
- Maintain the integrity of the Centre and awarding bodies.

### **Procedures**

- Prevention: Inform learners about the malpractice policy, its consequences, and the correct procedures for citing and referencing sources.
- Investigation: Investigate malpractice allegations fairly, considering the learner's needs, including protected characteristics.
- Training: Offer training on plagiarism prevention, proper referencing, and assessment procedures.

### **Key Definitions**

Learner Malpractice: Actions like plagiarism, collusion, or cheating that compromise assessment integrity.

Assessor Malpractice: Intentional actions by assessors that compromise qualifications' integrity.

Plagiarism: Taking someone else's work or ideas and presenting them as one's own.

Minor Malpractice: Simple issues like refusing work for marking, resolved by the assessor.

Major Malpractice: Serious incidents like extensive plagiarism or repeated offenses.

### **Instances of Learner Malpractice**

*Examples include:*

- Plagiarism or collusion.
- Copying, destruction of work, or impersonation.
- False declarations of authenticity or submission of inappropriate content.

### **Instances of Centre Staff Misconduct**

*Examples include:*

- Providing improper assistance, altering marks, or failing to secure learner work.
- Facilitating impersonation or falsifying records.

### **Maladministration**

Refers to unintentional neglect or errors causing non-compliance with qualification delivery requirements.

### **Duties and Responsibilities**

- Head of Centre: Ensure academic integrity, appoint a responsible person for plagiarism issues, and maintain a system for recording incidents.
- Quality Assurer: Notify awarding bodies of malpractice incidents.
- Admission/Admin Officer: Ensure timely and accurate learner registrations and certificate claims.
- Teaching Staff: Clearly explain academic integrity, provide materials on referencing, and report any instances of malpractice.
- Internal Verifiers/Assessors: Check for malpractice when verifying learner work.

### **Investigation Process**

- Confidentiality: Keep investigation information secure.
- Impartiality: Ensure fairness in handling cases, allowing those accused to respond.
- Proportionality: Sanctions should be proportional to the severity of the incident.
- Documentation: All decisions should be evidence-based, with a clear action plan and follow-up.

### **Sanctions**

Sanctions should align with the awarding body's policies, ensuring they are appropriate to the level of malpractice or maladministration identified.