

## **LOETB Learner Assessment Malpractice Information for Learners**

### **What is Learner Assessment Malpractice?**

Learner Assessment Malpractice is wrongdoing or misbehaviour by a learner during the assessment process. Below are some examples of assessment malpractice. There may be other forms that are not included here:

- Plagiarism- Copying or passing off another person's work as their own.
- Assisting another learner during an assessment without permission.
- Impersonation-pretending to be someone else, in order to produce work for another learner
- Arranging for another learner to take their place in an assessment
- Using materials during assessments that are not permitted, for example using a phone or notes during an exam.
- Collusion- Working with others when it is not allowed, for example, any form of communication or attempted communication, with other learners (written, verbal, gestures, expressions, pointing, etc.) in an assessment event.
- Fabrication of results and/or evidence. For example, making-up research results instead of conducting research.
- Falsification, for example changing the outcome of a research finding to suit the learner's preferred argument.
- Removing assessment material from the assessment location without permission, for example taking their exam paper from the test centre before or after an exam.
- Tampering with, damaging, or destroying assessment materials or another learner's work
- Disturbing others during assessments, for example by making noise.
- Engaging in horseplay, offense behaviour, or unsafe activity during an assessment, for example playing with work tools.

### **How is Learner Assessment Malpractice dealt with?**

If your teacher suspects you are involved in Learner Assessment Malpractice, they will speak to you and your Programme Coordinator. The Programme Coordinator will then speak to you and anyone else involved. If they suspect malpractice, there will be a confidential investigation to find out all of the facts.

The Programme Coordinator will appoint a staff member to carry out this investigation. They will speak to everyone involved, collect statements and review related records. If the suspected malpractice involves group work, all the group members will be asked to write a description of their own contribution, as well as being interviewed by the investigator.

The investigator will write a report on their findings which they will submit to the Programme Coordinator who will decide if malpractice has taken place. The Programme Coordinator will inform you of their decision. This process will take no more than fifteen working days.

**What happens if Malpractice has been identified?**

If malpractice is identified, the Programme Coordinator will decide on the sanctions on a case by case basis. They will be guided by the LOETB Learner Assessment Malpractice Policy and Procedures in deciding these.

**Can I Appeal the decision?**

Yes, you can appeal the decision and the sanctions or both. The Programme Coordinator will explain the appeal process to you

To make an appeal, you must complete the Learner Assessment Malpractice Appeal form and send it to the Programme Coordinator.

The Programme Coordinator will decide whether your application meets the grounds for an appeal and any sanctions will not be put in place until the appeal process is completed.

If the Programme Coordinator decides there are no grounds for an appeal the original decision will stand but you may still appeal the sanctions.

If the Programme Coordinator decides there are grounds for an appeal, they will forward your appeal form to the Quality Assurance Support Service. Your appeal will be decided by a member of the Further Education and Training Senior Management Team, (FETSMT). You will receive their decision within five working days.

**What happens if my appeal is successful?**

If your appeal is successful, the original decision may be changed and the sanctions may be changed or withdrawn.

**What happens if my appeal is unsuccessful?**

If your appeal is unsuccessful, the original decision and sanctions will apply.

**Who is informed about Learner Assessment Malpractice decisions?**

The Programme Coordinator will inform your module tutor of the final decision and any sanctions that may apply after the appeal process is over.

The Quality Assurance Support Service will retain a copy of the outcome of the process and any appeal. This is to make sure that all learners are treated fairly and consistently.

Learner Assessment Malpractice records and supporting documentation are stored in a confidential manner and are subject to LOETB's Data Protection and Record Retention Policies and Procedures.