

ACPMA AWARDING BODY MALPRACTICE ASSESSMENT PROCEDURE

Policy on Assessment Malpractice

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

ACPMA Awarding Body does not tolerate actions (or attempted actions) of malpractice by:

Learners *or*

Test Centres

in connection with ACPMA .

ACPMA Awarding Body may impose penalties and/or sanctions on Learners or Test Centres where incidents (or attempted incidents) of malpractice have been proven.

Introduction

The ACPMA Awarding Body are vigilant with regards to examination malpractice and where malpractice occurs it must be dealt with in an open and fair manner.

This policy on malpractice aims to:

- Define malpractice in the context of assessment and certification for all ACPMA

- Set out the rights and responsibilities, with regard to malpractice, of the Learner, Centre and ACPMA Awarding Body.

In the interest of Learners and Test Centre staff, centres need to respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice. Invigilators within the test centres will report any incidents of suspected malpractice to ACPMA Awarding Body.

ACPMA Awarding Body reserves the right, in suspected cases of malpractice, to withhold the issuing of results/certificates while an investigation is in progress. Depending on the outcome of the investigation results/certificates may be released or withheld.

Learner Malpractice

Attempting to or actually carrying out any malpractice activity is not permitted by ACPMA Awarding Body. The following are examples of malpractice by learners; this list is not exhaustive and other instances of malpractice may be considered by ACPMA Awarding Body at its discretion:

- Plagiarism by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission. This statement is true with regards to all qualifications which involve Learners producing materials.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.
- Fabrication of results and/or evidence.
- Failing to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or ACPMA Awarding Body conditions in relation to the assessment/examination or test rules, regulations and security.
- Misuse of assessment/examination materials.
- Introduction and/or use of unauthorized material contra to the requirements of the supervised assessment/examination/test conditions, for example: own notes, study guides, personal organizers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices.
- Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions.
- Behaving in such a way as to undermine the integrity of the assessment/examination/test.
- The alteration of any results document, including certificates.
- Academic misconduct to gain an unfair advantage.

Investigating alleged Malpractice

When dealing with alleged malpractice in a Test Centre where e-Assessment methods have been used, ACPMA Awarding Body will deal primarily with the organization who manages the test centres on our behalf. ACPMA Awarding Body may require full access to a test centre for investigation purposes.

When dealing with alleged malpractice during a written examination ACPMA Awarding Body will deal primarily with the invigilators who ran the examination.

As part of the investigation ACPMA Awarding Body retains the right to:

- Involve the learner and others in the investigation process
- Deal with the learner (if aged 18 or above) and/or the learner's representative.

During the investigation period, ACPMA Awarding Body may

- Withhold the release of results/certificates,
- Withhold test/examination papers if the security of a test/examination is considered at risk

Pending the outcome of the investigation.

If malpractice is discovered by an ACPMA Awarding Body representative (eg Invigilator, moderator, etc) or has been reported directly to ACPMA Awarding Body by a third party, ACPMA Awarding Body will conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will require the full support of all personnel linked to the allegation.

Dealing with malpractice

It is the responsibility of ACPMA Awarding Body or their nominees to carry out an investigation into allegations of malpractice. The alleged incident must be reported to ACPMA Awarding Body within 10 working days.

ACPMA Awarding Body reserves the right to carry out an independent investigation in full under any circumstances of alleged malpractice relating to a test centre and full cooperation from the centre will be expected.

ACPMA Awarding Body reserves the right to access any documents held in relation to the alleged malpractice. Also, as required by the regulator, ACPMA Awarding Body may report to the regulatory authorities certain cases (eg where members of staff are found to have committed malpractice) and include details of the action taken by the ACPMA Awarding Body Appeals and Disciplinary Panel. It may be necessary during this process to notify the funding authorities and for ACPMA Awarding Body to share information with other Awarding Bodies. ACPMA Awarding Body may have to notify the police in some cases of malpractice.

Penalties and sanctions applied by ACPMA Awarding Body

Where malpractice against a Test Centre member of staff/learner is proven, ACPMA Awarding Body will have to consider whether the integrity of its assessments/examinations/test might be jeopardized if the centre/member of staff/learner in question were to be involved in future ACPMA Awarding Body assessments/examinations/tests. ACPMA Awarding Body may take action to protect the integrity of its assessments/examinations/tests in the future. This action may include:

- ACPMA Awarding Body reserving the right to refuse to issue or to withdraw certificates.

Appeals

It is the responsibility of ACPMA Awarding Body or their nominees to carry out an investigation into allegations of malpractice. The alleged incident must be reported to ACPMA Awarding Body within 10 working days.