Rawda College Policy and Procedure for Dealing with Malpractice and Maladministration

1. **Definition of Malpractice and Maladministration:** Malpractice refers to the non-compliance with regulations pertaining to the assessment process, which could compromise the integrity of qualifications, assessments, and the validity of learner certificates. This includes actions like plagiarism, where learners present others' work as their own without proper acknowledgment. Maladministration refers to any activity, negligence, default, or other practice leading to the centre's failure in meeting specified requirements for delivering and assessing qualifications, as stipulated by relevant regulatory and ATHE requirements.

2. **Examples of Centre Malpractice and Maladministration:**
   Centre Malpractice: Unauthorized alteration of assessment materials, inadequate invigilation during exams, fraudulent certification issuance, unauthorized modification of assessment outcomes, etc.
   Centre Maladministration: Inadequate resource allocation for assessments, failure to comply with assessment regulations, incomplete record-keeping of assessments, submission of invalid grades when claiming certificates, lack of training for assessors, etc.
   Learner Malpractice: Plagiarism, collusion with peers for cheating, submitting work for assessment that was not completed independently, unauthorized use of electronic devices during exams, etc.
   Learner Maladministration: Attempting to influence assessment outcomes through bribery, submitting assessment materials after deadlines without proper justification, violating assessment instructions, etc.

3. **Process for Dealing with Suspected or Actual Malpractice and Maladministration:** All suspected or alleged cases of malpractice or maladministration must be reported immediately to the Internal Quality Assurer (IQA) within the College. The IQA will initiate an initial investigation to determine the validity of the allegation. If the initial investigation suggests malpractice or maladministration, a detailed investigation will be conducted, involving all relevant parties. Depending

on the severity, actions may include suspension of assessments, re-assessment, or expulsion. Steps will be taken to prevent recurrence, such as revising assessment protocols and providing additional training for staff. Any instances of suspected or alleged malpractice or maladministration must be reported promptly to the awarding body, along with evidence and source details.

4. **Typical Examples of Plagiarism:** Plagiarism being the act of presenting someone else's work, ideas, or intellectual property as one's own, without proper attribution, specific examples may include copying text directly from a source without quotation marks or citation, paraphrasing without proper acknowledgment, using images or diagrams without permission, submitting someone else's assignment as one's own.

5. **Use of Plagiarism and AI Detection Software:** The College will employ reputable plagiarism detection software to analyse all learner work prior to assessment, ensuring originality and adherence to academic integrity. Furthermore, the College will scan use software to detect AI-generated text in learner work.

6. **Guidelines for Learners:** Learners must always reference all sources used in their work, including both text and images, preferably using the Harvard Referencing System. Proper citation styles must be followed to give due credit to the original authors. In case learners use AI-assisted tools, they must ensure their work remains their own (i.e. the majority of the text is their own with respect to each Learning Outcome) and that AI-generated text is properly cited.

This Malpractice Policy and Procedure aim to ensure the integrity of assessments and qualifications by defining and addressing malpractice and maladministration. It outlines the process for reporting, investigating, and taking action against instances of malpractice and maladministration, while emphasizing the importance of academic integrity, proper citation, and the use of plagiarism and AI detection software. By adhering to these guidelines, the college aims to maintain high standards of education and assessment.

Policy Version 1 was issued on 01/02/24 by Director of Education.
This policy is effective from 01/02/24
Next review is due on 31/01/25