HE ACADEMIC MISCONDUCT POLICY 2022

Overall responsibility: Deputy Principal

Implementation: Patrick Leavey

Date issued: February 2022

Date for review: February 2023

Endorsed and approved by Policy & Strategy Group   Date: 18.1.22

Pat Brennan-Barrett   Principal

Contents

1. INTRODUCTION

Misconduct means a contravening of the regulatory requirements pertaining to the assessment process (including the conduct of examinations), which puts at risk the integrity, credibility and validity of a qualification, its assessment and student certificates.

Misconduct may include a range of issues, from the failure to maintain appropriate records or systems, to the deliberate falsification of records, in order to claim certificates.

For the purposes of this policy, misconduct will include malpractice, maladministration and plagiarism

Plagiarism is the incorporation by a student of material which is not their own, for purposes of assessment. This may include copying all or substantial parts of their assessed work from other sources and presenting this work as their own, whether intentional or not.

2. POLICY STATEMENT
Northampton College is committed to upholding the integrity of its qualifications.

This policy is aimed at staff and students within the HE assessment and examination process in order to ensure that student achievement meets awarding institution standards and is safe, valid and authentic.

3. QUALITY STATEMENTS

At the start of their programme all HE Students will be made aware of the policy via their Student Handbook or VLE pages.

All teaching staff supporting Higher National qualifications will be expected to read and understand the Misconduct Policy before commencing this support

Any disciplinary action will follow the procedures laid down in the College Student Disciplinary Policy and College Staff Disciplinary Policy

This policy will be used in conjunction with Pearson policies on malpractice/maladministration, as appropriate.

The misconduct of students or staff will be dealt with by the College in the first instance. If the issue cannot be resolved internally or action by the appropriate HE awarding institution is required, in order to ensure students' valid assessment results, referral will be made to the awarding institution.

4. LINKED POLICIES

Student Behaviour and Disciplinary Policy

Staff Disciplinary Policy

HE Student Behaviour and Fitness to Practise Policy

Student Code of Conduct

JCQ Handbook

5. COLLEGE STAFF
Breach of assessment rules, regulations and requirements

Examples could include:

- failing to keep mark schemes secure

- falsification/alteration of assessment records or results documentation

- assisting students in the production of work for assessment, where the support has the potential to influence the outcomes of assessment

- producing work for the student

- facilitating and allowing impersonation

- fraudulent certificate claims, i.e. claiming for a certificate prior to the student completing all the requirements of assessment

- obtaining unauthorised access of assessment/examination/test material prior to an assessment/examination test

- allowing students to use others' work

This list is not exhaustive and staff should refer to the Pearson rules, regulations and quality procedures for further guidance. Awarding institutions expect Northampton College staff to co-operate fully with any investigations into cases of suspected or actual malpractice.

Staff who discover or suspect misconduct must immediately report this to the Quality Office.

6. COLLEGE STUDENTS

Plagiarism

Plagiarism is the incorporation by a student, in work for assessment, of material that is not their own (this will include copying all or substantial parts of their assessed work from other sources, such as books, CDs, internet sources or other people's work) and presenting it as their own, whether intentional or not.

To ensure authenticity and the correct acknowledgement of other authors' work, all written assignments will only be accepted for marking by assessors, when submitted via Turnitin.

All assignments will include a signature of authenticity by the student before the assessment is accepted for marking.

Other examples of student misconduct:

- students working together dishonestly to produce work that is submitted as individual student work

- misuse of assessment/examination material

- impersonation or 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

- behaving in such a way as to undermine the integrity of the assessment/examination test

- 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

- deliberate destruction of another's work

Incidents of misconduct will be subject to action under the College Disciplinary procedure.

7. RECORD OF INVESTIGATION INTO ALLEGED MISCONDUCT

Record of Investigation into Alleged Misconduct

Student/staff name:			
Date range of alleged misconduct	From:		To:
Course Details	Course:		Tutor/Line Manager:
Detail of alleged misconduct			
Action taken (relate to the relevant *disciplinary process*)			Disciplinary Stage

	Curriculum Manager/School Assistant Principal/Director of HE	
Authorised signatory	Name:	
	Signature:	
	Date:	
Student signature & date	Name:	
	Signature:	
	Date:	

Checklist	Action Taken				Date:
	Copy of relevant disciplinary policy issued				
	Inform staff/student of the outcome of further proven misconduct				
	Issue letter				
	First	Final	Suspension	Exclusion	
	Issue copy of this form and letter to parents/carers if, exceptionally, the student is under 18				
	Issue copy of this form and letter to Curriculum Manager/ Director of HE/ Assistant Principal of School/HR				

8. Appendices:

Appendix 1: EQUALITY & DIVERSITY IMPACT ASSESSMENT

This template has been designed to help you take action to improve services and practices which affect staff, students and other service users at Northampton College. By completing this template, you would have considered the impact that your policy, practice or service might have on particular social groups within the college community. The exercise will also provide you with the opportunity to demonstrate, where possible, that the College promotes equity, diversity and inclusion.

Once this Equality Impact Assessment has been created, please include on the last page of your policy document.

Policy Details	
What is the policy?	HE Academic Misconduct Policy
Is it new or existing?	Existing
Department	HE
Policy Author (postholder title, name)	Julie Teckman
Author of Equality Analysis	
Date of completion	

Aim and Objectives
Briefly describe the aims and objectives of the policy
To satisfy Awarding Organisations' requirements that there is a process in place for student and staff maladministration/malpractice and to maintain the integrity of our qualifications for students.

Policy Assessment
Consider whether your policy might have an impact on various groups identified within the categories listed below and explain why you have reached this conclusion. Please tick (v) the identified level of impact (positive, negative, or no impact) and provide details of your findings.

	Positive Impact	Negative Impact	No Impact	Findings
Race			✓	
Religion and/or belief			✓	
Sex (Gender)			✓	
Gender Identity			✓	
Disability			✓	
Age			✓	
Sexual orientation			✓	
Marriage and/or civil partnership			✓	
Pregnancy and/or maternity (including surrogacy and adoption)			✓	
Other identified group (e.g. carers)			✓	

Action Planning

How do you intend to mitigate or eliminate any negative impact identified?	If a positive impact is identified, how do you intend to promote or develop this opportunity?	Where negative impact has been identified, can it be justified? If so, explain how.

Monitor and Review

How will you monitor the impact of your policy once it has been put into effect?

The policy will be monitored through feedback from services users gathered via:
- Student feedback
- Academic Board of Studies
- Course leader meetings

Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):

Name	
Mark Owen	
Jan Hutt	
Ashok Dave	

Equality Analysis Sign-Off Signature and Date:	
Review Date:	

Appendix 2: DATA PROTECTION IMPACT ASSESSMENT

Data Protection Impact Assessment

Does this Policy
- require the collection and use of data in addition that normally collected by the College?

Yes / No (if Yes complete Assessment point number 1)
- require the sharing of data with partners?

Yes / No (if Yes complete Assessment point number 2)

1. Is additional data being collected? If so please detail:

    Is data collected personal and/or sensitive?

    How will you collect, use, store and delete data?

2. Will you be sharing data with anyone? Please detail what data, with who and confirm a **Data Sharing Agreement** is in place

    Describe the purposes of the processing / sharing: What are the benefits of the processing/ sharing – for you, and more broadly?

    Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so.

    Describe compliance and proportionality measures, in particular:
What is your lawful basis for processing?

How will you ensure data quality and data minimisation?

What information will you give individuals?

Please attach a Risk Assessment if there are significant risks to data protection

Signed by Data Protection Officer

Name:

Date:

Appendix 3: COMMUNICATIONS PLAN

TITLE OF COLLEGE POLICY:	DATE APPROVED BY
	Date:

AUDIENCE (select appropriate with √)					
Managers		Curriculum teams		Business Support teams	
All staff		Suppliers		Partners	
Other - Students					

CHANNEL (select appropriate with √)					
Policy & Strategy Team (PST)		Quality Improvement Network (QIN)		Marketing team	
Meeting		Meeting		NC Update Intranet Website	
Individual team		Suppliers		Partners	
Document Library Noticeboards Team meeting Email		e.g. Letter or email Meeting		e.g. Letter or email Meeting	
College Management Team (CMT)		JCNC		CORPORATION	
Meeting		e.g. Meeting Email		e.g. Meeting Email	

COMMUNICATIONS PLAN ACTIVATED BY:		
Name: Department	Job title:	Date: