

**POLICY STATEMENT****TITLE:**

HE Academic Misconduct Policy

**INTRODUCTION/OVERVIEW:**

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.

**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.

**QUALITY STATEMENTS:**

1. At the start of their programme all HE Students will be made aware of the policy via their Student Handbook or VLE pages.
2. All teaching staff supporting Higher National qualifications will be expected to read and understand the Misconduct Policy before commencing this support
3. Any disciplinary action will follow the procedures laid down in the College Student Disciplinary Policy and College Staff Disciplinary Policy
4. This policy will be used in conjunction with Pearson, the University of Northampton and the University of Warwick policies on malpractice/maladministration, as appropriate.
5. 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.

**LINKED POLICIES/ PROCEDURES:**

Student Disciplinary Policy Staff Disciplinary Policy	JCQ Handbook
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**MONITORING PROCEDURE:**

Staff Disciplinary Records. Student Disciplinary Records

**DATE FOR REVIEW AND NEXT DIVERSITY IMPACT ASSESSMENT:**

January 2020

**RESPONSIBILITY:  
Overall (Directorate/Dept):  
Implementation:**

Deputy Principal

**APPROVED BY EMT:  
(Principal to sign)**

	<b>(Signature)</b>
	<b>Principal (Position)</b>
	<b>(Date)</b>

OR

<b>ENDORSED BY EMT AND APPROVED BY CORPORATION:</b> (Principal to sign)	<b>(Signature)</b>
	<b>Principal (Position)</b>
	<b>(Date)</b>

Misconduct means to contravene 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 certifications or the effective operation of the College.

### **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 and University 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.

### **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.**

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### Record of Investigation into Alleged Misconduct

<b>Student/staff name:</b>				
<b>Date range of alleged misconduct</b>	From:	To:		
<b>Course Details</b>	Course:	Tutor/Line Manager:		
<b>Detail of alleged misconduct</b>				
<b>Action taken (relate to the relevant <i>disciplinary process</i>)</b>				Disciplinary Stage
<b>Authorised signatory</b>	<b>Curriculum Manager/School Assistant Principal/Director of HE</b>			
	Name:			
	Signature:			
	Date:			
<b>Student signature &amp; date</b>	Name:			
	Signature:			
	Date:			
<b>Checklist</b>	<b>Action Taken</b>			<b>Date:</b>
	Copy of relevant disciplinary policy issued			
	Inform staff/student of the outcome of further proven misconduct			
	<b>Issue letter</b>			
	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			

## Appendix A

### EQUALITY & DIVERSITY IMPACT ASSESSMENT

This form should be used by managers and policy authors within their area of responsibility to carry out Equality & Diversity Impact Assessments (E&DIAs) in relation to protected characteristics, specifically: Age, Sex, Disability, Gender reassignment, Race, Religion or Belief, Sexual Orientation, Pregnancy & Maternity and Marriage & Civil Partnership.

The word 'policy' is taken to include strategies, policies, procedures and guidance notes; formal and informal, internal and external.

The Impact Assessment may be carried out on any policy, service, function or plan you are engaged in, or are about to commence. All policies should be clearly stated. However, in reality, some policies are built into everyday procedures and customs, therefore not all policies are open to inspection and review. Any assessment of a policy should include these customs and practices as well as the formal written policy. 'Functions' means your duties and powers and includes internal and external functions, including service delivery.

#### 1. Name of policy

Malpractice/Maladministration/Plagiarism Policy

#### 2. What is the aim(s), objective(s) and/or purpose 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.

#### 3. Who is the policy lead?

Julie Teckman

#### 4. Which of the following groups could be affected by this policy? (Tick all that apply)

Learners

Staff

Wider community

#### 5. Team

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

Name	Position

Date E&DIA undertaken: \_\_\_\_\_

E&DIA undertaken as a result of:

Renewal / Revision of Policy / Procedure

New Policy / Procedure

SAR process

Other  Please state \_\_\_\_\_

Date of last E&DIA (if applicable) \_\_\_\_\_

## 6. Complaints?

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes then please give details. No  Yes

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## 7. The Impact

Four possible impacts should be considered as part of the assessment:

1. **Positive impact** – Where the policy might have a positive impact on a particular protected characteristic.
2. **None or little impact** – Where you think a policy does not disadvantage any of the protected characteristics.
3. **Some impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristics is likely to be greater than on another.
4. **Substantial impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Using the guidance provided above, complete the following table:

Sex/Age	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Women		√		
Men		√		
Age		√		

<b>Disability</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
Visually impaired		√		
Hearing impaired		√		
Physical disability		√		
Specific Learning difficulties		√		
Global learning difficulties		√		
Autistic Spectrum Disorder		√		
Any other disability - various		√		

<b>Race</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
White		√		
Other minority groups		√		

<b>Other Protected Characteristics</b>	<b>Positive impact</b>	<b>No or little impact</b>	<b>Some adverse impact</b>	<b>Substantial adverse impact</b>
Religion and Belief		√		
Sexual Orientation		√		
Gender Reassignment		√		
Pregnancy & Maternity		√		
Marriage & Civil Partnership		√		

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the attached action plan.

**8. Is there anything that cannot be changed?**

<b>What cannot be changed?</b>	<b>Can this be justified?</b>	<b>If so, how?</b>

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

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DISTRIBUTION: Copies of the final E&DIA should be sent to:

- Jan Hutt - Director of HR
- Patrick Leavey - Deputy Principal – Teaching, Learning & Success
- Quality Improvement Team Administrator

**And** to those whom this Impact Assessment will cause to have further work to do in either changing processes or re-writing the policy(s) concerned.

All actions recorded here should be carried forward into your QIP, so that actions can be monitored and evaluated to measure the impact. There will be random sampling of action plans through the Equality & Diversity Forum.

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## APPENDIX B

### COMMUNICATIONS PLAN

<b>TITLE OF COLLEGE POLICY:</b> HE Academic Misconduct	<b>DATE APPROVED BY</b> Policy & Strategy Group Or Corporation  Date:
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<b>AUDIENCE (select appropriate with √)</b>			
Managers	<input checked="" type="checkbox"/>	Curriculum teams	<input checked="" type="checkbox"/>
All staff	<input checked="" type="checkbox"/>	Suppliers	Partners
Other (please state)			

<b>CHANNEL (select appropriate with √)</b>			
<b>Policy &amp; Strategy Team (PST)</b>		<b>Quality Improvement Network (QIN)</b>	<b>Marketing team</b>
e.g. Meeting Email	<input checked="" type="checkbox"/>	e.g. Meeting Email	e.g. NC Update Managers' Update Intranet Website
<b>Individual team</b>		<b>Suppliers</b>	<b>Partners</b>
e.g. Document Library Noticeboards Team meeting Email	<input checked="" type="checkbox"/>	e.g. Letter or email Meeting	e.g. Letter or email Meeting
<b>College Management Team (CMT)</b>		<b>JCNC</b>	<b>CORPORATION</b>
e.g. Meeting Email		e.g. Meeting Email	e.g. Meeting Email

<b>COMMUNICATIONS PLAN ACTIVATED BY:</b>		
<b>Name:</b>	<b>Job title:</b>	<b>Date:</b>