

## **NYY Training Policy and Procedure:**

### **Malpractice Procedure.**

#### **What constitutes malpractice?**

Malpractice is any irregular conduct, on the part of a learner or staff, which gives unfair advantage to a learner or group of learners, or disadvantages other learners. Examples of irregular conduct which constitutes as malpractice includes:

- Plagiarism of another's work
- Copying or collusion, or attempted copying or collusion
- Impersonating a learner (i.e. claiming to be someone other than yourself)
- Learner or tutor altering or forging any results documents or certificates

#### **Identifying malpractice**

Cases of malpractice can be identified by the tutor or IV, who may identify suspect work in coursework assignments. In cases where malpractice is identified or suspected a written report is submitted detailing the suspected irregular conduct, and identifying any learners who have been complicit in this conduct.

#### **Dealing with malpractice**

All cases of suspected malpractice will be investigated thoroughly by NYY.

Where a case of suspected malpractice has been identified by a tutor or IV the written report and evidence is reviewed in the first instance by the NYY Training Team. If it is decided that the matter needs to be investigated further, the learner's results are withheld until a full investigation can take place.

If further investigation is required, the Quality Assurance Officer will contact Certa to inform them of NYY's decision and will also inform the learner.

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A review all of the information related to the case, including the learner's statement and any additional information will then take place. This review has two possible outcomes:

- 1) NYY may recommend that the learner's original result is released unchanged.
- 2) NYY may recommend that the result be withheld permanently.

In the second case, the learner will not receive the result for the component of assessment to which the malpractice is related. However, the learner may re-enter for this component at a future date.

If a tutor is suspected of malpractice investigation and action will be taken in line with NYY's misconduct and disciplinary policy.

### **Completing investigations into malpractice**

The malpractice procedure outlined in this section is designed to ensure that decisions relating to assessment results are fair, consistent and based on full consideration of all of the available information. NYY aims to complete the investigation of cases of suspected malpractice within 8 weeks.

### **Notifying Certa of malpractice**

NYY will report to Certa all cases of malpractice in which there is evidence that certificates may be invalid. NYY will co-operate with any follow-up investigations of malpractice required by Certa and will agree an appropriate remedial action if there is evidence that certificates may be invalid.

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