



## Malpractice - Maladministration Policy

### **Introduction**

Every staff member involved in the management, delivery, assessment and quality assurance of qualifications offered by Mission Motorsport shall be made aware of this policy during their induction period of employment.

Students undertaking Courses with Mission Motorsport to gain qualifications shall be informed of this policy during their induction process.

### **Policy**

This policy sets out how Mission Motorsport addresses any issues regarding malpractice.

### **This policy applies to all staff and students of Mission Motorsport.**

Mission Motorsport has an obligation to its students, partner Charities, employers and awarding bodies to ensure that the qualifications its students receive are a fair and accurate representation of their work, and of the knowledge and skills attained. If a student passes an assessment, or gets a qualification, by unfair means then this is unfair to those who have achieved the same qualification fairly.

### **Aim of the policy:**

- To identify and minimise the risk of malpractice by staff or Students
- To respond to any incident of alleged malpractice promptly and objectively
- To standardise and record any investigation of malpractice to ensure openness and fairness
- To impose appropriate penalties and/or sanctions on Students or staff where incidents (or attempted incidents) of malpractice are proven
- To protect the integrity of Southport Mission Motorsport and its qualifications.

### **In order to do this, Mission Motorsport will:**

- Seek to avoid potential malpractice by using the induction period to inform Students of Mission Motorsport's policy on malpractice and the penalties for attempted and actual incidents of malpractice
- Show Students the appropriate formats to record cited texts and other materials or information sources
- Ask Students to declare that their work is their own
- Ask Students to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used
- Investigate in a form commensurate with the nature of the malpractice allegation.



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Such an investigation will be supported by the Principal and all personnel linked to the allegation; this will proceed through the following stages:

- make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven
- give the individual the opportunity to respond to the allegations made
- inform the individual of the avenues for appealing against any judgment made
- document all stages of any investigation.
- Where malpractice is proven, this Mission Motorsport will apply penalties / sanctions appropriate to the nature of the malpractice under review.

#### **Definition of Malpractice by Students**

This list is not exhaustive and other instances of malpractice may be considered by Mission Motorsport at its discretion:

- plagiarism of any nature
- collusion by working collaboratively with other Students to produce work that is submitted as individual student work
- copying (including the use of ICT to aid copying)
- deliberate destruction of another's work
- fabrication of results or evidence
- false declaration of authenticity in relation to the contents of a portfolio or coursework
- 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.

#### **Definition of Malpractice by Mission Motorsport Staff**

This list is not exhaustive and other instances of malpractice may be considered by Mission Motorsport at its discretion:

- improper assistance to candidates
- inventing or changing marks for internally assessed work (coursework or portfolio evidence) where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made
- failure to keep candidate coursework/portfolios of evidence secure
- fraudulent claims for certificates



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- inappropriate retention of certificates
- assisting Students in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves Mission Motorsport staff producing work for the student
- producing falsified witness statements, for example for evidence the student has not generated
- allowing evidence, which is known by the staff member not to be the student's own, to be included in a student's assignment /task/ portfolio/ coursework.
- facilitating and allowing impersonation misusing the conditions for special student requirements, for example where Students are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
- falsifying records/certificates, for example by alteration, substitution, or by fraud
- fraudulent certificate claims, that is claiming for a certificate prior to the student
- completing all the requirements of assessment.