



Assessment Malpractice Policy

CableCom Training does not tolerate any actions in the course of assessment that may undermine the integrity and validity of the assessment process, the authentication or certification of qualifications or any damage to the authority of those members of staff responsible for certification and / or assessment.

CableCom Training will not tolerate any act (or attempted act) by either:

- Learners
- CableCom assessors / verifiers
- Associate assessors / verifiers

... that jeopardises the validity and / or authenticity of any assessment process, whether conducted / carried out *in situ* (on CableCom premises) or in *the field*.

It is the responsibility of CableCom Training to ensure that:

- Learners are informed through the Induction process of the nature and constitution of malpractice in the accruing of relevant evidence presented for assessment. That the concept of malpractice in the collation and compilation of evidence towards assessment is a regular component of the monthly review process.
- Evidence of assessment that has been compiled from a legitimate source is adequately referenced and acknowledged.
- Learners are made aware of the significance of the principles encoded in the **Data Protection Act**, and the potential consequences of unauthorised access to and usage of another person's data for the purpose of personal advancement and / or the gaining of unfair advantage of using such malpractice to ensure successful completion and certification of award.
- Cablecom will ensure the integrity of the assessment and / or examination process by employing a variety of assessment methods to ensure all learners are treated fairly and with impartiality at all times.
- CableCom will, as an integral component of its staff / assessor induction process, (and during subsequent staff meetings) highlight the significance and serious nature of assessment malpractice and to ensure all staff engaged in an assessor / verification role have a clear understanding of what constitutes malpractice and the

mechanisms which will be employed in the assessment / verification process to ensure its avoidance at all times and the disciplinary significance of assessor malpractice which will include:

- Failure in ensuring all mark schemes / assessments/portfolios are kept secure.
- Alteration of mark schemes.
- Alteration of grading / assessment criteria.
- Assisting learners in the procurement of and / or compilation of evidence to be submitted for assessment / accreditation.
- Acquiescence in the obtaining of falsified witness testimonies.
- Allowing learners to collaborate in the joint and several duplication of evidence presented for assessments.
- Unauthorised access to and relaying of examination / test materials to learners prior to examination / testing.

It is the responsibility of learners to ensure that:

- They have a full understanding of the implications of any act or perceived act of what constitutes malpractice in the procurement of evidence for the purpose of assessment and/or examination which will include:
 - Any form of plagiarism, passing off (as one's own work that which has been compiled by another) or 'cut-and-paste' .
 - Not providing adequate recognition to an authentic source for words, quotations, photographs or other appropriate, documentary evidence by means of referencing.
 - Collusion with other learners to produce work of a 'collective nature' which is then presented for assessment / examination as individual work.
 - Impersonation of another learner to obtain academic advantage during assessment / examination or observation.
 - Failure to comply with the regulations governing examination and / or assessment.
 - Use of unauthorised materials for the purpose of assessment / examination including: calculators (where expressly forbidden), personal notes, study guides, information stored electronically on mobile phones or any such electronic device.
 - Obtaining, exchanging or relaying information to another learner for the purpose of assessment / examination.
 - Exhibiting behaviour that undermines the ethos of the assessment / examination process.

Where evidence of malpractice [on behalf of the learner] is discovered by Cablecom:

1. Discovery of malpractice prior to the submission of evidence for assessment will be discounted by a designated CableCom representative [IV –Lead IV] and a verbal

warning issued to the learner. The learner will then be placed under 'supervision' in the compilation of future, written evidence or where appropriate an alternative method of assessment introduced.

2. Where evidence of malpractice is discovered following assessment, the assessment will be discounted and the learner issued with a written warning – to be placed in the learner's file and alternative assessment methodology employed to ensure no repeat occurrence. The learner will receive written communication from Cablecom that any subsequent actual or perceived issues relating to malpractice will result in the learner being removed from the programme and EDEXCEL informed of Cablecom's decision.
3. Where malpractice is alleged after the issuing of certification by EDEXCEL, cablecom will ensure that EDEXCEL is notified in writing of the allegations, pending a full investigation by EDEXCEL.
4. The learner will be informed in writing that where an allegation of malpractice is upheld, certification may be declared invalid.

Where evidence of malpractice [on behalf of an assessor / verifier] is discovered by Cablecom:

1. The individual will be made aware in writing of the alleged malpractice within 7 days of the allegation becoming known.
2. The individual will be made aware of their right of appeal and / or representation at any subsequent hearing; usual within 10 working days of the written submission.
3. The individual must be given the opportunity to respond to any allegation(s) and submit evidence in defence of such; within a timeframe that is deemed 'reasonable' under the circumstances and subject to the gravity of the allegation(s) made.
4. Cablecom will ensure that accurate, documentary evidence of all procedures, correspondence and communications are kept, witnessed and authenticated by the designated manager (overseeing the process) and witnessed by and signed by all correspondents as *'An accurate recording of the facts and / or communications as they occurred and are made without prejudice.'*
5. Cablecom will ensure that all such correspondence / documentation be available at all times for EDEXCEL.
6. Cablecom recognises that the decision of EDEXCEL will be final.