

## **Brightlink E-learning**

### **Malpractice Policy**

#### **Scope and Purpose of Policy**

The purpose of this policy is to provide a framework modelled on the best practice endorsed by the Joint Qualifications Council for anyone learning with Brightlink Learning.

This policy will provide a definition of malpractice, processes for investigation, associated consequences and appeals about decisions.

This policy applies to all learners on any learning programmes regardless of mode or location of study.

#### **Policy Statements**

Brightlink's mission is "Inspiring potential with blue sky learning management." We will do our best to ensure that all who are learning with Brightlink, have a successful, rewarding and enjoyable experience.

Instances of malpractice could occur intentionally or because of a lack of knowledge or understanding of rules and regulations. In some instances an emergency situation may cause an unavoidable irregularity.

Malpractice can relate to candidates in an assessment, tutors, assessors, internal verifiers, administrators, examination officers, in fact anyone directly involved with the assessment and assessment process. This can even include parents, guardians, siblings, friends etc.

Regardless of what is alleged or discovered, who is involved and affected or why an instance or alleged instance has occurred, each instance will be investigated.

#### **Definitions**

##### Malpractice

Malpractice, which includes maladministration, means any act, default or practice which is in breach of any regulations of a centre or awarding organisation or which:

- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate;  
And/ or
- Damages the authority, reputation or credibility of an awarding organisation or centre or any officer, employee or agent of any awarding body or centre.

This could include, for example, plagiarism, sharing drafts or final versions of work which forms part of an assessment, whether before, during or after assessment and copying/ sharing work in examinations or other kinds of assessments including coursework. You will be asked to confirm by signing that work is entirely your own.

Failure by Brightlink to investigate allegations of suspected malpractice in accordance with this policy may also constitute malpractice.

##### Centre Staff Malpractice

This means:

- Malpractice committed by a member of staff or contractor (whether employed under a contract of employment or a contract for services) at a centre; or

- An individual appointed in another capacity by a centre such as an invigilator, an oral language modifier, a practical assistant, a prompter, a reader, a scribe or a sign language interpreter.

### Candidate Malpractice

This means malpractice by a candidate in the course of any examination or assessment including the preparation and authentication of any controlled assessments or coursework, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

### **Investigation**

Brightlink will ensure that all suspected or alleged malpractice is investigated rigorously, effectively and by persons of appropriate competence who have no personal interest in their outcome.

Brightlink's proprietor will notify the awarding organisation at the earliest opportunity of any suspicions or actual incidents of malpractice the Brightlink team become aware of. The proprietor will also conduct or supervise all investigations and ensure they and their outcomes are shared quickly and appropriately.

All Brightlink learners, staff and associates will be made aware of the provisions of this policy and the responsibility they have to operate within it.

A process will be adopted of receiving an allegation or identifying a suspicion, then notifying the awarding organisation, then investigating, then reporting with a decision. The person suspected/ alleged to have committed malpractice will be informed of their right to appeal.

Please note that any suspected malpractice before a candidate signs the authentication declaration on a coursework need not be reported to the awarding organisation but the process above must otherwise still be followed.

In all instances enquiry and investigation will follow a restorative approach as found in the Brightlink Relationship Management Policy.

During investigation the full facts and circumstances of any allegation and alleged malpractice should be enquired as to in a restorative and timely manner. At all stages the process will be transparent to all those directly affected.

### **Reporting**

The outcomes of enquiry and investigation on both the allegation and the alleged malpractice will be provided at the end of the investigation period to all directly affected.

The report will include/ be accompanied by:

- A statement of facts
- An account of circumstances
- Details of the investigation
- Written statements from anyone directly involved
- A statement of any mitigating factors
- Any related evidence
- The decision

### **Decisions**

No decision can be made except with the awarding organisation and none communicated without their approval.

You will be signposted to the relevant policies and procedures relating to malpractice for any awarding organisation appropriate to your study.

### **Equality and Diversity Statement**

In accordance with Brightlink Learning procedures, an Equality Impact Assessment will be undertaken and regularly reviewed on this policy.

### **Location and Access to the Policy**

This is available from the Brightlink website and may be out of date if printed.

**Date approved:** July 2014

**Date last reviewed:** September 2017

**Next review date:** September 2018

**Accessible to Learners:** Yes

### Links to additional information

The CILEx Professional Skills regulations can be found at:

<http://www.cilex.org.uk/pdf/2015%20Prof%20Skills%20approved%20council%20160514%20updated%20240315%20ORT.pdf>