

Policy Document ●●●

Malpractice & Maladministration

Introduction

Reed Business School is committed to upholding the highest standards of service for all students, clients, and employers. Our goal is to provide a high quality and enriching educational experience, delivering excellence in teaching, coaching, and academic support throughout each student's learning journey.

As members of the Reed Business School community, students and learners are expected to demonstrate exemplary standards of behaviour at all times—whether on campus, during online interactions (including platforms such as Microsoft Teams), or in any other context associated with the School.

This policy applies to any individual suspected of engaging in malpractice or maladministration in connection with their studies at Reed Business School. It outlines the procedures that will be followed in the event that such concerns are raised.

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Aims and Objectives of the policy

Aims

Reed Business School is committed to maintaining consistent, transparent, and high-quality assessment standards that align with the requirements of our awarding bodies. This policy applies to all internal and external summative assessments, assignments, examinations, and their associated reporting processes.

All staff members share the responsibility of remaining vigilant to any circumstances that may lead to malpractice or maladministration. Any suspected or actual incidents must be reported promptly to the Head of Accountancy Programmes, who will take immediate and appropriate action.

Head of Accountancy Programmes is also responsible for notifying the relevant awarding bodies of any confirmed or suspected cases, ensuring that appropriate measures are taken in accordance with regulatory requirements.

Objectives

- To identify and minimise the risk of malpractice by staff, apprentices, and students.
- To identify and minimise the risk of maladministration by staff.
- To ensure all investigations are standardised, documented, and conducted with transparency and impartiality.
- To respond to all incidents of suspected malpractice or maladministration promptly, objectively, and fairly.
- To apply appropriate penalties and/or sanctions where incidents (or attempted incidents) are substantiated.
- To uphold the integrity and reputation of Reed Business School and its awarding bodies.

Range and scope of the policy

This policy applies to internal and external summative assessments, assignments and examinations and their reporting.

Definition of Malpractice

The term 'malpractice' covers any deliberate actions, neglect, default, or other practice associated with the examples below; it may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records.

Examples of Malpractice by Students

(This list is not exhaustive)

- Plagiarism of any nature.
- Collusion by collaborating with other apprentices and students to produce work that is submitted as individual learner work.
- Copying the work of other students with or without their permission and knowingly, allowing another student to copy one's own work.
- Colluding with other students to produce work, which is then submitted individually, except where this is specifically required or allowed.
- Falsely claiming extenuating circumstances to gain an unfair advantage in assessment outcomes.
- Submitting work done by another student as your own.
- Copying (including the use of IT to aid copying).
- Fabrication of results or evidence.
- False declaration of authenticity in relation to the contents of coursework.
- Impersonation by pretending to be someone else to produce the work for another or arranging for another to take one's place in an assessment, examination, or test.
- Inappropriate behaviour during an internal assessment or examination that causes disruption to others. This includes shouting and/or aggressive behaviour or language and having an unauthorised electronic device that causes a disturbance in the examination room.
- Inclusion of inappropriate, offensive, discriminatory, or obscene material in Assessment or examination. This includes vulgarity and swearing that is outside of the context of the assessment/ examination, or any material of a discriminatory nature.
- Frivolous content – producing content that is unrelated to the assessment/ examination paper/question in scripts or coursework.
- Unauthorised aids – physical possession of unauthorised materials (including mobile phones, Smart Watches, MP3 players, notes, etc.) in the examination room.
- Using an Artificial Intelligent software to write or develop work for any assignments or project work and for any final submissions for the external evaluation of evidence or case studies for End Point Assessment.

Examples of Malpractice by Staff

(This list is not exhaustive)

- Improper assistance to candidates.
- Inventing or changing marks for internally assessed coursework where there is insufficient evidence of the candidates' achievement to justify the marks given or assessment decisions made.
- Failure to keep candidate coursework evidence secure.
- Fraudulent claims for certificates.
- Assisting apprentices and 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 centre staff producing work for the learner.
- Inappropriate retention of certificates.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, for example where apprentices and students are permitted support, this is permissible up to the point where the support has the potential to influence the outcome of the assessment/ examination.
- Falsifying records or certificates, for example by alteration, substitution, or by fraud.
- Failure to comply with awarding body procedures for managing and transferring accurate learner data.

Definition of Maladministration

Maladministration refers to any unintentional act, omission, neglect, or procedural error that results in Reed Business School or a learner failing to comply with the specified requirements for the delivery of qualifications, as outlined in the relevant codes of practice.

To mitigate the risk of maladministration and uphold the integrity of its qualifications, Reed Business School will:

- Utilise the induction period and course information materials to inform apprentices and students about the School's malpractice policy, including the consequences of both attempted and actual malpractice.
- Require apprentices and students to formally declare that all submitted work is their own.
- Conduct investigations into suspected incidents in a manner proportionate to the nature and seriousness of the allegation.
- Ensure that the handling of individual cases is sensitive to the needs of the apprentice or student, including any considerations arising from protected characteristics under the Equality Act.

Responsibilities of the Operations Manager

The Operations Manager plays a critical role in upholding academic integrity and ensuring the effective implementation of policies and procedures. Their responsibilities include:

Promoting a Values-Driven Culture

Establish and reinforce a culture that prioritises academic integrity and places academic considerations at the forefront of all discussions and decision-making processes.

Policy Oversight

Ensure that all policies and procedures remain relevant, effective, and responsive to current operational and academic needs.

Incident Management

Maintain robust systems for recording all reported incidents, including documentation of actions taken and outcomes achieved.

Information Governance

Define clear processes for how and where data and findings will be reviewed and discussed within the organisation.

Detection and Improvement

Implement measures to enhance the detection of issues, including reviewing and improving current practices where necessary.

Communication and Engagement

Develop and maintain effective communication channels that support consultation, discussion, and the dissemination of key information across the School community.

The Apprenticeships Manager is expected to:

- Ensure timely, accurate and valid registration, transfer, withdrawal, and certificate claims for apprentices and students.
- Inform awarding bodies of any acts of malpractice.
- Take action to implement the procedures in any cases where this is suspected or determined as detailed in this policy.

All teaching staff are expected to:

- Develop students' study skills as an integral part of their course. In technical areas, students need to know the difference between copying the model and applying it.
- Ensure that all incidences of cheating and plagiarism, including the results of any conversations, meetings, or feedback with students, are properly reported and recorded.
- Consult with colleagues, managers and awarding bodies on alleged misconduct offences and seek appropriate guidance, where needed, on managing the investigative process.
- Ensure that employers and training managers receive feedback on cheating and plagiarism issues in the course report.

Additional Promotion of the Policy

Reed Business School is committed to ensuring that all members of its community are aware of and understand the expectations outlined in this policy. To support this, the policy will be actively promoted through the following measures:

Visual and Learning Materials

The policy will be prominently displayed throughout the School's premises and integrated into the library of learning resources used in the delivery of academic programmes.

Tutor and Staff Engagement

Tutors and relevant staff members will continue to monitor the appropriate use of IT systems employed in the School's blended learning approach. Prior to the use of these systems, apprentices and students will be reminded of the policy, including the importance of full compliance and the consequences of misuse. This includes reinforcement of British values and the expected standards of conduct.

Staff Induction

All staff members, including associates supporting Reed Business School, will be introduced to the policy as part of their induction training to ensure consistent understanding and application.

Additional Channels of Promotion

The policy will also be promoted through the following platforms and resources:

- The Reed Business School website
- Enrolment induction sessions
- Learner course information materials
- The E-portfolio system

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www.reedbusinessschool.co.uk/terms-and-conditions

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