

# MALPRACTICE & PLAGIARISM POLICY & PROCEDURE

## 1) Policy Statement

Any alleged malpractice and plagiarism could threaten the integrity of assessments or training for any of the qualifications offered by Engineering Trust Training (ETT) or their subcontractors. As an organisation ETT is committed to investigate any areas of concern and will take appropriate action if such an offence is proven, to maintain its integrity.

## 2) Policy Scope

- a) Malpractice is defined as the deliberate falsification of records to obtain a qualification. This can apply to both ETT staff and learners working towards or delivering an ETT training programme (includes any subcontracted provision).
- b) Plagiarism is defined as presenting as your own someone else's work, either with or without their knowledge. This work could be that of another learner or taken from the internet or other electronic or written source.
- c) This policy includes the use of Generative Artificial Intelligence (AI) – see full AI policy for more detail.

## 3) Policy Purpose

- a) To identify examples of possible malpractice and plagiarism, alongside confirming the process of reporting any instances for ETT staff and learners working towards or delivering an ETT training programme (includes any subcontracted provision).
- b) Examples of malpractice:
  - i) Claiming certificates for non-active or fictitious candidates
  - ii) Claiming certificates for candidates that have not undergone appropriate assessment.
  - iii) Fabrication of results or evidence.
  - iv) The alteration of any final assessment or certificates.
  - v) Impersonation by pretending to be someone else to submit work or take an exam.
  - vi) Failure to keep assessments secure.
  - vii) Use of AI to complete assessed work
  - viii) Cheating: Candidates engaging in dishonest behaviour during exams or assessments, such as using unauthorised materials or inappropriately collaborating with others.
  - ix) Misconduct by Assessors: Assessors or examiners acting unfairly, displaying bias, or failing to follow established procedures and standards.
  - x) Fraud: Any form of deceit intended to secure a qualification or certification improperly, including falsifying documents or credentials.
  - xi) Negligence: Awarding organisations failing to follow their own policies and procedures, which may result in invalid assessments or certifications.
  - xii) Breach of Confidentiality: Unauthorised disclosure of assessment materials or results.
- c) Examples of plagiarism (the below list is not exhaustive):
  - i) Copying or passing off, as the learner's own work, that from another learner, whether with or without their permission.
  - ii) Copying, or passing off, as the learner's own work, that from another source (e.g. the internet or AI) without appropriate acknowledgment.

- iii) Collusion to work with others to produce work which should be the learner's own independent effort.
- iv) Producing false witness statements.

#### **4) Reporting Malpractice**

- a) In the case of a Learner being suspected of malpractice during an examination or assessment, they will first be warned that their actions may breach this policy and any awarding body regulations.
- b) The person alleging the malpractice will make a statement detailing the events; the Learner can then formally respond with their own statement if they wish. Any supporting evidence must be gathered and, along with the statements, delivered to the Head of Quality, Risk & Compliance for further investigation.
- c) Suspected malpractice by an ETT staff member must be reported in the first instance to the Head of Quality, Risk & Compliance for further investigation.
- d) In all cases the Head of Quality, Risk & Compliance will investigate, keeping all information confidential and relevant to only concerned parties. At this point, if necessary, the Awarding Body for the qualification or exam may be consulted.
- e) A final written statement will be issued by the Head of Quality, Risk & Compliance to confirm if malpractice occurred and detailing the consequences for those concerned
- f) Those individual(s) in question may have access to all the evidence and will then have the right to appeal within 30 days.
- g) Any appeal will be reviewed independently by the Director of Delivery and Operations.
- h) If an ETT staff member is found to have been in the wrong, the ETT Disciplinary (ETT Staff) Policy and Procedure will be followed.
- i) If a Learner is found to be in the wrong, the ETT Absence, Disciplinary and Exclusion Policy and Procedure will be followed.

#### **5) Reporting Plagiarism**

- a) In the case of a Learner being suspected of plagiarising another's work, the Training Officer or Lecturer concerned will warn the Learner that their actions may breach this policy and awarding body regulations.
- b) If plagiarism is proven, the ETT Training Officer or Lecturer will inform the learner's employer and ETT's Head of Delivery. If the originator of the work was aware that their work was being plagiarised, they will bear equal responsibility for the plagiarism.
- c) Following a proven example of plagiarism occurring, all work deemed to be plagiarised will be removed from the learner's portfolio of work, and all the affected logbooks, reports, assignments or other work will be re-written by the learner for marking or assessment. If the severity of the circumstances is sufficient then the charge of plagiarism can be escalated to the relevant awarding body, following which their plagiarism policy will be actioned. This could include suspension of the qualification or apprenticeship programme.
- d) Where plagiarism takes place in college, the college's procedure will be followed. Alongside this the college will inform ETT of the incident(s); ETT will inform the learner's Training Officer and employer.
- e) Should plagiarism be suspected whilst a learner is under exam conditions at ETT's facility or at their place of work, then the exam will be terminated and an investigation carried out. The results of the investigation will be passed to ETT's Head of Delivery for confirmation.

- f) Where plagiarism is suspected or found during the Internal Quality Audit (IQA) process, the IQA will inform the Training Officer concerned. The Training Officer will then investigate as per the policy above.