

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



R2W Malpractice Policy GWSNT – COL14

This policy applies to all R2W College learners and staff at Groundwork South and North Tyneside, (hereafter referred to as Groundwork)

Aim of the policy:

- To identify and minimise the risk of malpractice by staff or learners
- 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 learners or staff where incidents (or attempted incidents) of malpractice are proven
- To protect the integrity of Groundwork SaNT and its qualifications

In order to do this, Groundwork SaNT will:

Seek to avoid potential malpractice by using the induction period to inform learners of the policy on malpractice and the penalties for attempted and actual incidents of malpractice

Show learners the appropriate formats to record cited texts and other materials or information sources

Ask learners to declare that their work is their own

Ask learners to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used

Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the principal and all personnel linked to the allegation. It will proceed through the following stages:

- To 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
- To give the individual the opportunity to respond to the allegations made
- To inform the individual of the avenues for appealing against any judgement made
- To document all stages of any investigation

Where malpractice is proven, Groundwork will apply penalties/sanctions appropriate to the nature of the malpractice, such as: -

- Written warning (all)
- Review and report – action plans (centre)
- Additional monitoring or inspection (centre)
- Suspension of learner registration and/or certification (centre)
- Withdrawal of approval for a specific qualification (centre)
- Withdrawal of centre recognition (centre)
- Special conditions regarding the future involvement in qualification (member of staff)
- Loss of marks for unit (learner)
- Disqualification from unit and/or qualification (learner)
- Barring of learner from qualifications (learner)

NB the above are examples of sanctions and penalties. Please note that these examples are not exhaustive and are for guidance.

Definition of Malpractice by Learners

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

- Plagiarism of any nature
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work
- Copying (including the use of ICT and/or AI 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 Groundwork SaNT Staff

This list is not exhaustive and other instances of malpractice may be considered by Groundwork 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
- Inappropriate retention of certificates
- Assisting learners 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 Groundwork staff producing work for the learner
- Producing falsified witness statements, for example for evidence the learner has not generated
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework
- Facilitating and allowing impersonation
- Misusing the conditions for special learner requirements, for example where learners 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 learner
- Completing all the requirements of assessment

Procedure

Anybody who identifies or is made aware of suspected or actual cases of malpractice at any time must immediately notify Groundwork (see Complaints procedure) and enclose appropriate supporting evidence such as:

- Learner's name and registration number
- Groundwork staff members name and job role - if they are involved in the case
- Details of the course/qualification affected or nature of the service affected
- Relevant material such as learner's work
- Nature of the suspected or actual malpractice and associated dates details and outcome of any initial investigation carried out by the Centre or anybody else involved in the case, including any mitigating circumstances

An initial investigation will be carried out in the first instance, to ensure that staff involved in the initial investigation are competent and have no personal interest in the outcome of the investigation.

In all cases of suspected malpractice and maladministration reported Groundwork will protect the identity of the 'informant' in accordance with our duty of confidentiality and/or any other legal duty.

Groundwork will send a report and any accompanying evidence to the relevant Awarding Body and where we conduct our own investigation before submitting the report, we will:

- Ensure that staff leading the investigation are independent of the staff/learners/function being investigated
- Inform those who are suspected of malpractice that they are entitled to know the necessary details of the case and possible outcomes
- Submit the findings of the investigation to the Awarding Body with the report.

The report must include:

- Centre's name, address and number
- Learner's name and Candidate number
- Centre staff details (name, job role) if they are involved in the case
- Title and code of the qualification/unit affected
- Date(s) suspected or actual malpractice occurred full nature of the suspected or actual malpractice
- Contents and outcome of any investigation carried out by the Centre or anybody else involved in the case, including any mitigating circumstances
- Together with the appropriate evidence as mentioned above

Policy review

ed By:	Rachel Kitson
al Date:	September 2025
Date:	September 2025
review Date:	September 2027
:	04

Version Control

Version Number	Date	Name	Job Title	Document Status
01	Sept 2022	Rachel Kitson	Head of Provisions and Achievements	Approved
02	Sept 2023	Rachel Kitson	Head of Provisions and Achievements	Approved
03	Sept 2024	Rachel Kitson	Head of Provisions and Achievements	Approved
04	Sept 2025	Rachel Kitson	Director	Approved

