

Ensign Interpreting

Malpractice Policy

Summary

Document Title:	Malpractice Policy
Owner/s:	The Directors of Ensign Interpreting
Department:	Ensign Training
This Version:	1.0
Approved Version Number:	1.0
Date Approved:	October 2013
Review Frequency:	Annual
Next Review Date:	October 2014
Sensitivity	Open
Circulation	Public (via website)

Malpractice Policy

Ensign Interpreting aims to:

- identify and minimise the risk of malpractice and maladministration by staff or learners.
- respond to any incident of alleged malpractice promptly and objectively.
- standardise and record any investigation of malpractice to ensure openness and fairness
- impose appropriate penalties and/or sanctions on learners or staff where incidents (or attempted incidents) of malpractice are proven.
- protect the integrity of Ensign Interpreting and Signature's qualifications

In order to do this, the centre will:

- Seek to avoid potential malpractice by encouraging students to review our policy prior to joining one of our courses.
- 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 acknowledge 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 Directors and all personnel linked to the allegation. It will proceed through the following stages:

1. 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.
2. Give the individual the opportunity to respond to the allegations made.
3. Inform the individual of the avenues for appealing against any judgment made.
4. Document all stages of any investigation.

Where malpractice is proven, this centre will apply the following penalties / sanctions:

1. Removal from the course
2. Loss of any fees already paid, plus the requirement to make any remaining payments

Definition of Malpractice by Learners

This list is not exhaustive and other instances of malpractice may be considered by Ensign Interpreting 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 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/test

Definition of Malpractice by Ensign Interpreting Staff

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

- Improper assistance to candidates e.g. providing assessment material prior to the assessment
- Holding the assessment on a date other than agreed with the Awarding Body
- 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
- 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/portfolio
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, for example where learners are permitted support, 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 the assessment