

Assessment Malpractice Policy

Definition

Total Conflict Management Ltd defines Assessment Malpractice as any deliberate activity, neglect, or other practice that compromises the integrity of the assessment process, and / or the validity of certificates.

Malpractice may include a range of issues related to learners such as plagiarism, cheating and misrepresentation and staff from the failure to maintain appropriate records or systems to the deliberate falsification of records in order to claim certificates.

Consequences for Students

Any report that suggests reasonable grounds for suspicion that a learner has committed or attempted to commit malpractice will be thoroughly investigated. Situations where a learner is strongly suspected will be reported to IMI. As a result, credits and certificates previously achieved may be withdrawn. Learners found to have committed malpractice following investigations will be withdrawn from the course and will be excluded from future enrolments on courses at TCM & IMI and if these learners are staff at TCM sanctions may apply.

Consequences for staff

Any report that suggests reasonable grounds for suspicion that a member of staff has committed or attempted to commit malpractice will be thoroughly investigated. Situations where a staff member is strongly suspected will be reported to IMI. Staff should be aware that awarding bodies might contact police authorities in serious cases and consider prosecution. Staff found to have committed malpractice following investigation will be withdrawn from teaching that course, and will be the subject of a disciplinary hearing, which may result in dismissal.

Policy for Prevention

In order to reduce the likelihood of assessment malpractice occurring information clearly explaining the possible consequences will be raised with students as part of the course 'ground rules' raised at the start of each course run and included in the learner handbook, and with tutors/assessors as part of their induction/briefing prior to teaching on behalf of TCM.

Assessors will only mark material produced in private study hours by students for formal assessment at a point in the course when the style and capacity of individual learners has become known to the assessor, so that any anomalies in the level or style of working by a given student can be readily picked up by the assessor. Staff engaged in assessment must all contribute and be part of regular Internal Moderator and Standardisation events, where samples of assessed work are seen by more than one staff member and assessor, and where the samples to be chosen are randomly picked or otherwise not chosen by the original assessor.