

## **LONDON BROOKES COLLEGE**

### **Assessment Misconduct Policy**

#### **1. Definition**

- 1.1 Assessment misconduct is defined as all practices that enable a learner to obtain an unfair assessment advantage over other learners.
- 1.2 Such practices include, but not exclusively, plagiarism, cheating, collusion and other forms of unacceptable assessment misconduct relating to London Brookes College assessed work.
- 1.3 The policy does not cover outside public examinations where the Awarding Bodies own policy and procedures will apply.
- 1.4 LONDON BROOKES COLLEGE considers its related policies to be:
  - 1.4.1 The Assessment Policy
  - 1.4.2 The Assessment Appeals Policy
  - 1.4.3 The Equal Opportunities and Diversity Policy

#### **2. Rationale**

LONDON BROOKES COLLEGE is seeking to maintain the integrity of its assessment procedures and to give any learners affected a fair opportunity to respond to any allegation of assessment misconduct.

#### **3. Core Principles**

- 3.1 Plagiarism, cheating, collusion and attempting to obtain an unfair academic advantage are unacceptable and not allowed.
- 3.2 These forms of assessment misconduct will be subject to disciplinary regulations.
- 3.3 Learners should be made aware of the London Brookes College assessment misconduct policy together with possible penalties at the earliest stage of their programme.
- 3.4 Learners should be provided with guidance on the format of formal acknowledgment of source material.

#### **4. Implementation**

- 4.1 The processes associated with assessment misconduct is co-ordinated by the senior manager with responsibility for Quality Assurance and Curriculum who reports directly to the Principal.
- 4.2 Implementation of the core principles is at programme team level where initially the tutor will investigate instances of suspected assessment misconduct.
- 4.3 The tutor will consult with the subject lead when investigating moderate or serious cases of assessment misconduct.

#### **5. Quality Assurance**

- 5.1 Subject leaders are expected to ensure that all team members, dealing with alleged assessment misconduct, adhere to the relevant procedure.
- 5.2 The senior manager with responsibility for Quality assurance and Curriculum will support subject leaders deal with cases of assessment misconduct.

**Assessment Misconduct Procedure**

**Action to be taken by staff if assessment misconduct is believed to be proven or if it is admitted by the learner**

Procedure	Examples of minor cases of assessment misconduct	Possible courses of action in minor cases
<p>The following actions are to be followed for any misconduct-</p> <ol style="list-style-type: none"> <li>The tutor should arrange a meeting with the learner to hear his/her comments. The member of staff should determine the level of seriousness and consider the appropriate action as shown.</li> <li>In all cases a note of the allegation, outcome and action taken should be recorded on the learners file.</li> </ol>	<ol style="list-style-type: none"> <li>Receiving undue help in good faith because instructions have been misunderstood.</li> <li>Copying a couple of sentences or using someone else's diagrams.</li> <li>Copying small amounts of text from books without direct acknowledgement, but which does not make a significant contribution to the overall work</li> <li>Downloading from the internet without acknowledgement, using another's disk or copying work from another's disk.</li> <li>Using another's artwork.</li> <li>Failing to acknowledge the source of a small section of an assignment.</li> <li>Infringing the policy when the assessed work does not contribute to final grade.</li> </ol>	<ol style="list-style-type: none"> <li>Discuss the incident with the learner in a tutorial.</li> <li>Warn the learner about future conduct.</li> <li>Return work to be re-done and resubmitted for marking</li> <li>If this has happened before, refer directly to a second stage interview</li> <li>Inform the examining body, in line with their procedures.</li> <li>Inform external examiners/verifiers in line with examining body's procedures</li> </ol>
	<p><b>Examples of moderate cases of assessment misconduct</b></p>	<p><b>Possible courses of action in moderate cases</b></p>
	<ol style="list-style-type: none"> <li>Copying from books without acknowledgement which has the effect of making a significant contribution to the overall work.</li> </ol>	<ol style="list-style-type: none"> <li>Reduce the assessment grade in line with awarding body guidelines. Withdraw the right of the learner to resubmit an</li> </ol>



	<ol style="list-style-type: none"> <li>1. Limited plagiarism from professional work (not course books)</li> <li>2. Limited copying of other candidates work (hard copy or from a disk), or excessive help within one piece of work.</li> <li>3. Limited downloading of information from the internet.</li> <li>4. The use of model answers downloaded from the internet.</li> <li>5. In the situation where the assessed work contributes to final grade.</li> <li>6. Repeated minor cases.</li> </ol>	<p>assessed piece of work in line with awarding body guidelines</p> <ol style="list-style-type: none"> <li>2. Refer the case immediately to a second stage interview (at the discretion of the investigating member of staff). This will be with the Subject Lead who will recommend an appropriate sanction.</li> <li>3. Notify the examining body, in line with their procedures.</li> <li>4. Inform external examiners/verifiers in line with examining body's procedures</li> </ol>
	<p><b>Examples of serious cases of assessment misconduct</b></p>	<p><b>Possible courses of action in serious cases</b></p>



	<ol style="list-style-type: none"><li>1. Extensive copying of textbooks in one piece of work or limited copying in two or more pieces of work which makes a significant contribution to the work/s.</li><li>2. Extensive plagiarism of professional works (more than 100 words)</li><li>3. Buying, selling or stealing of work.</li><li>4. Repeated evidence of extensive use of information from the internet without acknowledgement.</li><li>5. Using model internet answers</li><li>6. Using past candidates' work from the previous years.</li><li>7. Undue help form outside of the centre.</li><li>8. Repeated moderate cases.</li></ol>	<ol style="list-style-type: none"><li>1. Award zero achievement.</li><li>2. Withdraw the right of the learner to resubmit work for assessment.</li><li>3. Disqualify the learner from the course.</li><li>4. Recommend expulsion of the learner from the college.</li><li>5. Inform the examining body, in line with their procedures.</li><li>6. Inform the external examiners/verifiers, in line with their procedures.</li></ol>
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**Assessment Misconduct Procedure**

**Action to be taken by staff if assessment misconduct is not proven yet still suspected or if the misconduct is proven, yet not admitted by the learner**

<b>Procedure</b>	<b>The Process</b>	<b>Possible Outcomes</b>
<p>1<sup>st</sup> Stage Interview in minor cases</p> <p>A note of the allegation, outcome and action taken should be recorded on the learners file</p>	<ol style="list-style-type: none"> <li>1. Interview will be chaired by the Subject Lead and attended by relevant teacher/assessor/s and learner.</li> <li>2. Written notice of the nature of interview and allegations should be sent to the student prior to the interview, notifying the individual that he/she can bring a friend or relative.</li> <li>3. The incident is discussed with the learner, with the evidence and location/s in the learner’s work being identified.</li> <li>4. The learner is questioned, to test knowledge of the work.</li> <li>5. The learner has an opportunity to explain</li> <li>6. The tutor listens to each case carefully and makes a decision.</li> </ol>	<ol style="list-style-type: none"> <li>1. No assessment misconduct has taken place and the work remains assessed as it stands.</li> <li>2. The student accepts that assessment misconduct has taken place and is allowed to redo and resubmit the work and is awarded the minimum pass mark. A verbal warning is issued.</li> <li>3. The learner accepts that assessment misconduct has taken place and accepts a reduced mark. A verbal warning is issued.</li> <li>4. The learner denies assessment misconduct has occurred and a second stage interview is necessary.</li> <li>5. LONDON BROOKES COLLEGE informs external examiners, in line with their procedures.</li> <li>6. LONDON BROOKES COLLEGE informs external examiners/verifiers in line with the examining board’s procedures.</li> </ol>
<p>1<sup>st</sup> stage interview in moderate cases</p> <p>A note of the allegation, outcome and action taken</p>	<ol style="list-style-type: none"> <li>1. The interview will be chaired by the lead tutor, and attended by the relevant tutor and learner.</li> <li>2. Written notice to the learner of the nature of the interview and the allegations should be sent prior to the interview, notifying</li> </ol>	<ol style="list-style-type: none"> <li>1. No assessment misconduct has taken place and the assignment remains marked as it stands.</li> <li>2. The learner accepts that assessment misconduct has taken place and is allowed to redo and resubmit the work and is awarded</li> </ol>



<p>should be recorded on the learners file</p>	<p>him/her that they can bring a friend or relative.</p> <ol style="list-style-type: none"> <li>3. The incident is discussed with the learner, with evidence and the location/s in the learner's work identified.</li> <li>4. The learner is questioned, to test knowledge of the work.</li> <li>5. The learner has an opportunity to explain.</li> <li>6. The tutor listens to each case carefully and makes a decision.</li> </ol>	<p>no more than the minimum pass mark. A formal written warning is issued and if the offence is repeated, this constitutes misconduct, requiring an automatic second stage interview.</p> <ol style="list-style-type: none"> <li>3. The learner accepts that assessment misconduct has taken place and, according to the circumstances, may be referred by the tutor to a second stage interview with the SMT member for Quality Assurance and Curriculum who will recommend an appropriate sanction.</li> <li>4. The student denies assessment misconduct has occurred. A second stage interview is required.</li> <li>5. LONDON BROOKES COLLEGE informs external examiners, in line with their procedures.</li> <li>6. LONDON BROOKES COLLEGE informs external examiners/verifiers in line with the examining board's procedures.</li> </ol>
<p>1<sup>st</sup> stage interview in serious cases</p> <p>NB. Prior to the interview the Curriculum Area Manager should complete a written report.</p>	<p>A report made by subject lead who will institute disciplinary procedures.</p> <p>Learner attends a 1<sup>st</sup> Stage Interview:</p> <ol style="list-style-type: none"> <li>1. Chaired by Faculty Manager, attended by relevant tutor and learner.</li> <li>2. Written notice to learner of nature of interview and allegations should be sent prior to</li> </ol>	<ol style="list-style-type: none"> <li>1. No academic misconduct has taken place and the assignment remains marked as it stands.</li> <li>2. The learner accepts that assessment misconduct has taken place and is referred to a second stage interview with the SMT member responsible for College Quality Assurance and Curriculum who will recommend an appropriate sanction.</li> </ol>



<p>A note of the allegation, outcome and action taken should be recorded on the learners file</p>	<p>the interview, notifying them that they can bring a friend or relative.</p> <ol style="list-style-type: none"> <li>3. Incident discussed with evidence and location in learner’s work of plagiarism.</li> <li>4. Learner is questioned, to test his/her knowledge of the work.</li> <li>5. The learner has an opportunity to explain.</li> <li>6. The tutor listens to each case carefully and makes a decision.</li> </ol>	<ol style="list-style-type: none"> <li>3. The learner accepts that assessment misconduct has taken place. A zero grade in the exam/test module is given, or the assessed work is not awarded a grade. Neither a re-sit, nor re-doing and re-presenting coursework is allowed.</li> <li>4. The learner denies assessment misconduct has occurred and a second stage interview is required.</li> <li>5. The college informs external examiners/verifiers in line with the examining board’s procedures.</li> </ol> <p>In all cases, a note of the allegation/s, outcome and action taken will be recorded on the learner’s file. Learners should be aware that notes on a learner’s file might be drawn on, in the event of LONDON BROOKES COLLEGE being asked to provide a reference for the learner.</p>
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**Assessment Misconduct Procedure**

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ISI No: 428 - Dfes No: 23278- SLN No: GNVKF0HT9

**Action to be taken by staff in all cases where a second stage interview is recommended**

Procedure	The Process	Possible Outcomes
<p>2<sup>nd</sup> Stage Interview</p> <p>A note of the allegation, outcome and action taken should be recorded on the learners file.</p>	<ol style="list-style-type: none"> <li>1. Chaired by the member of SMT with responsibility for Quality Assurance and Curriculum and attended by Subject Lead, assessing tutor and learner.</li> <li>2. Written notice is sent to the learner stating the allegations, a summary of the evidence, the time and place and possible outcomes, and allowing them to bring a friend or relative.</li> <li>3. Copies of any documents, which will be considered or relied upon by any of the parties, should be disclosed to the learner with the written notice if possible but in any event at least three clear days before the interview.</li> <li>4. A formal record of the interview is made, with the assessing teacher presenting the case and allegations of academic misconduct.</li> <li>5. The learner states their case.</li> <li>6. The member of SMT with responsibility for Quality Assurance and Curriculum or other member of staff as appropriate questions the learner to test their knowledge of the work.</li> <li>7. The SMT with responsibility for Quality Assurance and Curriculum reaches a decision.</li> </ol>	<ol style="list-style-type: none"> <li>1. No assessment misconduct has taken place and the assignment is marked as it stands.</li> <li>2. The tutor's decision is upheld and the work is assigned a zero mark and the awarding body is informed.</li> <li>3. The learner is found in breach of the Code of Conduct and a recommendation for expulsion is made in writing.</li> <li>4. LONDON BROOKES COLLEGE informs relevant Awarding Body in line with their procedures</li> <li>5. LONDON BROOKES COLLEGE informs external examiners/verifiers if appropriate.</li> </ol>



**LONDON BROOKES  
C O L L E G E**

Checked on 4<sup>th</sup> August 2021 by Cillian Logue

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