Malpractice and Maladministration Policy

Introduction

Malpractice consists of those acts which undermine the integrity and validity of assessment, the certification of qualifications and the authority of those responsible for conducting assessment and certification.

KINGSMERE COLLEGE LONDON does not tolerate actions (or attempted actions) of malpractice by candidates or by staff, in connection with any Awarding Body qualification.

KINGSMERE COLLEGE LONDON and **Awarding Body** will impose penalties and/or sanctions on candidates or centre staff where incidents (or attempted incidents) of malpractice have been proven.

Candidate malpractice (Academic Misconduct)

All work submitted by candidates for assessment must be the candidates' own work. It is an offence for any candidate to be guilty of, or party to, collusion, plagiarism, or any other act which may mislead the examiners about the development and authorship of work presented in assessments, including misleading examiners about the sources of information included in an assessment. This may include:

- **Collusion** - the preparation or production of work for assessment jointly with another person or persons, except where group work is explicitly permitted by the specification and/or assessments guidance.
- **Plagiarism** - the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment
- **Impersonation** - where someone other than the candidate prepares the work submitted for assessment. This includes purchasing or commissioning essays from third parties (including essay writing websites and other students) or asking someone else to sit an examination
- **Misconduct in examinations** - having access, or attempting to gain access, to any books, memoranda, notes, unauthorised calculators, or any other material, except such as may have been supplied by the invigilator or authorised in the rubric on the front of the examination paper
- **Fabrication** of results or observations in practical or project work is the synthesis of data gained from practical activities carried out by the candidate, or the use of artificial observations to support a hypothesis/conclusion.

For more information, please refer to **Awarding Body's Academic Misconduct Policy.**

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Staff Malpractice and Maladministration

Malpractice is any deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process and/or the validity of certificates. Maladministration is any activity, neglect, default or other practice that results in the centre or candidate not complying with the specified requirements for delivery of the qualifications. These definitions may include:

- contravention of examination regulations and/or failure to correctly follow assessment-related processes
- alteration of (or disregard for) Awarding Body's marking schemes and grading criteria
- allowing work which is known by the staff member not to be the candidate's own, to be included in an assignment or other assessed component
- misusing the conditions for Special Considerations such that the support has the potential to influence the outcome of the assessment
- failing to keep candidate computer files secure
- falsifying records/certificates, for example by alteration, substitution or fraud
- failing to keep the required records and documents

failing to adhere to Awarding Body's administrative procedures and activity schedules.

Candidate Malpractice discovered by the Centre

Malpractice discovered by the Centre will be investigated by the centre and reported in full to Awarding Body.

The purpose of this policy is to ensure that all academic and assessment activities at **Kingsmere College London** are conducted with integrity, fairness, and transparency. It aims to safeguard the credibility of the College's qualifications by outlining clear procedures for identifying, investigating, and responding to any instances of malpractice or misconduct. This policy ensures that all candidates and staff understand their responsibilities and that any breaches are addressed consistently and appropriately in accordance with the College's established procedures.

Kingsmere College London is committed to maintaining the integrity and credibility of its assessment processes in line with Ofqual and awarding organisation regulations. The Centre will not tolerate any form of malpractice or maladministration by candidates, staff, or any associated personnel.

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Use of Artificial Intelligence (AI) Tools

The College recognises that Artificial Intelligence (AI) tools are increasingly accessible and may be used appropriately to support learning. However, due to the potential risks associated with misuse, the unauthorised or inappropriate use of AI may constitute maladministration or malpractice where it compromises the authenticity, integrity, or validity of assessment evidence.

This section applies to all learners, staff, and centres involved in the delivery and assessment of qualifications and forms part of the wider Maladministration and Malpractice Policy. It should be read alongside assessment regulations and awarding body guidance.

AI tools include, but are not limited to, text-generation or chat-based tools, paraphrasing or summarisation tools, translation tools, image or media generation tools, and automated data analysis or problem-solving tools.

<u>AI may be used only where explicitly permitted</u> by the assessment brief or tutor guidance and must be used as a supporting aid rather than a replacement for a learner's own work. Permitted uses may include supporting understanding of topics, generating ideas, assisting with grammar or clarity, or summarising publicly available information. Where AI use is allowed, learners must follow any instructions on transparency or acknowledgement.

The following are considered examples of AI maladministration or malpractice:
- Submitting AI-generated content as the learner's own work
- Using AI to complete all or part of an assessment where it is not permitted
- Editing or paraphrasing AI-generated content to disguise its origin
- Using AI to fabricate data, references, or evidence
- Using AI during controlled or supervised assessments without authorisation

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Kingsmere College London will take reasonable steps to minimise the risk of AI-assisted malpractice by educating learners and staff on ethical AI use, designing assessments that require critical thinking and personal interpretation, and regularly reviewing assessment practices. The College may also monitor learner work for unusual patterns, use appropriate detection or review tools, and require learners to explain or authenticate submitted work. Detection tools are used as indicators only and are supported by professional academic judgement.

Clear procedures are in place for reporting suspected misuse of AI, and all concerns will be investigated in line with this Maladministration and Malpractice Policy. To support the investigation of suspected AI misuse, the College may apply a range of authentication strategies. These may include conducting oral discussions with learners to assess understanding of key elements of their submission; requesting supporting evidence such as drafts, notes, or research plans that demonstrate the learner's development process; comparing current submissions with a learner's previous work to identify significant discrepancies in writing style, analytical depth, or technical ability; and, where appropriate, establishing an initial written baseline early in the programme against which future work may be compared.

The College may also use technological tools as part of a broader verification approach. This may include AI-detection software (such as Turnitin AI Writing Detection or similar tools) and plagiarism-checking software to identify copied or generated content. Such tools are used as indicators only and will not be relied upon in isolation; professional academic judgement will always underpin any decision-making.

This section will be reviewed periodically to ensure it remains effective and reflects developments in AI technology and awarding body requirements.

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Malpractice includes, but is not limited to, plagiarism, collusion, fabrication or falsification of evidence, unauthorised access to assessment materials, and any other actions that compromise the validity, reliability, or fairness of the assessment process.

All suspected or reported incidents of malpractice will be investigated in accordance with the College's Candidate Disciplinary Procedure and the relevant awarding organisation's published guidance. Investigations will be conducted promptly, fairly, and confidentially to ensure that all parties are treated equitably and that decisions are evidence-based.

Where malpractice is proven, the Centre reserves the right to apply appropriate sanctions, which may include disqualification from the assessment, withdrawal from the programme, or other disciplinary measures as deemed necessary.

Kingsmere College London will maintain comprehensive records of all investigations and outcomes and will report any confirmed cases to the awarding organisation as required.

Staff Malpractice Discovered By the Centre

Malpractice discovered by the Centre will be investigated by the centre and reported in full to Awarding Body.

Staff Malpractice

Malpractice discovered by the Centre will be investigated internally in accordance with **Kingsmere College London's** Staff Disciplinary and Conduct Procedure. The investigation will be carried out promptly, fairly, and confidentially to ensure due process and impartiality.

Where evidence of staff malpractice is confirmed, appropriate action will be taken in line with the College's disciplinary procedures, which may include formal warnings, suspension, or termination of employment, depending on the severity of the breach.

All confirmed or suspected cases of staff malpractice will be reported in full to Awarding Body, together with the findings of the investigation and any actions taken by the Centre.

Kingsmere College London is committed to maintaining the integrity of its assessment processes and ensuring that all staff uphold the highest professional and ethical standards.

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Maladministration

Kingsmere College London is committed to ensuring that all administrative and assessment processes are carried out with accuracy, consistency, and integrity. Maladministration refers to any activity, neglect, or error, whether deliberate or accidental, that results in the failure to follow approved procedures or that compromises the integrity of assessment delivery, record-keeping, or quality assurance processes.

Any suspected or identified instances of maladministration will be investigated by the Centre in accordance with its Quality Assurance and Compliance Procedures. Investigations will be conducted promptly, fairly, and with full confidentiality to determine the cause, impact, and necessary corrective actions.

Where maladministration is confirmed, the Centre will take appropriate remedial and disciplinary measures to prevent recurrence, which may include staff retraining, procedural revisions, or disciplinary action where warranted.

All confirmed cases of maladministration will be reported in full to Awarding Body, together with supporting documentation detailing the investigation findings and corrective actions implemented by the Centre. The College will maintain clear and auditable records of all such investigations.

Malpractice discovered by Awarding Body

The Head of the Centre and all relevant staff and candidates will provide the required support for any investigation carried out by Awarding Body.