

# Malpractice Policy

Best Practice Training & Development offers consultancy, skills training and professional certification for a wide variety of customer-facing and business functions. The policy on malpractice aims to define malpractice in the context of assessment and certification for all qualifications; set out the rights and responsibilities, with regard to malpractice, of the learner, company and Best Practice.

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

- Plagiarism by copying and passing off as the learner's own work.
- Collusion by working collaboratively with other learners to produce work that is submitted as individual learner work.
- Impersonation by pretending to be someone else in order to produce the work.
- Fabrication of results and/or evidence.
- Failing to abide by the instructions or advice of an assessor, a supervisor or an invigilator.
- Misuse of assessment/examination material.
- Introduction and/or use of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices.
- Behaving in such a way as to undermine the integrity of the assessment/examination/test.
- The alteration of any results document, including certificates.
- Cheating to gain an unfair advantage.

In the interest of learners and staff, Best Practice will respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice.

Best Practice may impose penalties and/or sanctions on learners or companies where incidents (or attempted incidents) of malpractice have been proven. We will be vigilant regarding assessment malpractice and where malpractice occurs it must be dealt with in an open and fair manner.

Best Practice reserves the right, in suspected cases of malpractice, to withhold the issuing of results/certificates while an investigation is in progress. Depending on the outcome of the investigation results/certificates may be released or withheld.

Where malpractice against a member of staff/learner is proven, Best Practice will have to consider whether the integrity of its assessments/examinations/tests might be jeopardised if the learner in question were to be involved in future Best Practice assessments/examinations/tests. Best Practice may take action to protect the integrity of its assessments/examinations/tests in the future. This action may include for all qualifications.

Where Best Practice staff are involved in malpractice they will face disciplinary action and possible dismissal - subject to the provisions of the employee handbook.

This Malpractice Policy is made known to all our staff including all Best Practice consultants, trainers, assessors and all learners and course delegates.

If you believe that you have witnessed or have information relating to an act of malpractice, please contact:

Managing Director  
Best Practice Training & Development Ltd  
First Floor, Centre Block  
Hille Business Centre  
132a St Albans Road  
Watford, WD24 4AE

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