

Examples of Malpractice

Examples of Malpractice by Trainees

Plagiarism of any nature, for example

- Taking extracts from another person's work, published or unpublished without using quotation marks and / or acknowledging the source
- Using ideas of another person without acknowledgment
- Copying or using the work of another trainee without their permission
- Purchasing essays or downloading them
- Working collaboratively with other trainees to produce work that is submitted as individual trainee work
- Copying (including the use of ICT to aid copying)
- Deliberate destruction of another work
- Fabrication of results or evidence
- False declaration of authenticity in relation to the contents of a portfolio or course work
- 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/examination/test.

Examples of malpractice by employees/trainers/assessors

- Inventing or changing marks for internally assessed work (coursework or practical observations) where there is insufficient evidence of the candidate's achievement to justify the marks given or assessment decisions made
- Failure to keep candidates' evidence secure
- Fraudulent claims for certificates
- Assisting trainees in the production of work for assessments, where the support has the potential to influence the outcomes of assessment
- Producing falsified witness statements, for example for evidence the trainee has generated
- Allowing evidence, which is known by the staff member not to be the trainee's own, to contribute to assessment decisions for a trainee