



Assessment Malpractice Policy

East Birmingham Community Forum (EBCF)

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Purpose

This policy summarises the management of assessment malpractice within QCF or other examination frameworks.

EBCF is committed to maintaining the integrity of assessment through robust monitoring, reporting, and investigation processes.

1. Malpractice involves those acts which undermine the integrity and validity of assessments, the certification of qualifications and/or damage the authority of those conducting the assessment and certification.
2. East Birmingham Community Forum does not tolerate actions or attempted actions of malpractice by candidates or assessors.
3. EBCF be vigilant regarding assessment malpractice and will deal with this in an open and fair manner.
4. The QCF Manager will supervise investigations resulting from allegations of Malpractice and will inform candidates and centre staff suspected of malpractice of their rights and responsibilities.

Cheating and Plagiarism

A fair assessment of Learner's work can only be made if that work is entirely the Learner's own. Therefore, learners can expect an Awarding Organisation to be informed if:

The learner is found guilty of copying, giving or sharing information or answers, unless part of a joint project.

The learner uses an unauthorised aid during an assessment, test or examination.

The learner copies another learner's answers during an assessment, test or examination. The learner talks during an assessment, test or examination (unless required to do so for the assessment, test or examination).

All allegations of cheating and plagiarism will lead to a full investigation which will follow the guidance of the relevant Awarding Organisation and/or JCQ (Joint Council for Qualifications).

If a Learner feels he/she has been wrongly accused of cheating or plagiarism, then they have the right to be referred to the Complaints Policy.

All suspected cases will be formally recorded and investigated in line with awarding body requirements.

Candidate Malpractice:

This may include:

- Copying others work
- Pretending to be someone else
- Fabrication of evidence
- Altering certificates

Centre Staff Malpractice:

This may include:

- Producing falsified witness statements
- Misusing conditions for special learner requirements
- Failing to keep learner computer files secure
- Fraudulent certificate claims
- Falsifying records
- Displaying favouritism of any kind
- Learner discrimination of any kind




Malpractice Discovered by the QCF Centre

This may include:

1. EBCF takes all reasonable steps to prevent malpractice and/or maladministration from occurring throughout the development, delivery and assessment of all qualifications and programmes
2. EBCF will inform an individual they feel has been involved in malpractice in writing; making the individual aware of the possible consequences should malpractice be proven.
3. It is responsibility of the Directors or their nominees to carry out investigations into allegations of malpractice and maladministration. It is vitally important that any alleged malpractice must be reported to Open College Network, West Midlands within 48 hours. If we investigate directly, we will provide you with a draft report detailing the outcome and findings from our investigation. You have 5 working days from receipt to review and comment on the report for factual accuracy. Should your review of this information result in required substantial changes, ie you do not agree with our stated content, please advise us in writing. If we do not agree to amend the information as stated, we will retain your comments on record and we will refer to this within our own investigation. In summary, a record of factual accuracy, with any disagreements noted by either party, will be retained. This record will be referred to in any subsequent investigations and may be provided as required to relevant persons, e.g. our Regulators. If we are not satisfied that the root cause has been identified, beyond reasonable doubt, we will advise the Directors in writing if further investigation is required by either party provide further guidance and/or evidence to support with the further investigation
4. The centre must make the accused fully aware in writing at the earliest convenience and inform him/her /them that the matter will be dealt with through the Company disciplinary procedure.
5. Individuals who are deemed to have undertaken malpractice will fall under EBCF's disciplinary procedure and disciplinary proceedings will be initiated.
6. Depending on the outcome of investigations by JCQ, certificates may be recalled and declared invalid.
7. In extreme cases where a matter cannot be resolved, the issue will be referred to the examination board.
8. Unauthorised staff having access to examination papers prior to any examination.
9. Assessors using standardised observations or other reports.

Findings from malpractice investigations may be reviewed to identify trends and inform preventative actions.

Version Control

Version	Description of Change	Author	Date	Approved by
1.0	First version	S.Carragher	June 2022	S.Johnson
2.0	Version 2.0	S.Khan Z.Sharif	May 2023	
3.0	Version 3.0	S.Khan J.Hall	May2024	
4.0	Version 4.0	S.Khan J.Hall	January 2025	
5.0	Version 5.0	S.Khan (HR)	January 2026	S.Etheridge (Head of Quality)