



Malpractice Policy and Procedure

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Malpractice Policy and Procedure

Rushmore Business School treats all cases of suspected malpractice very seriously and will investigate all suspected and reported incidents of possible malpractice. The purpose of this *Policy and Procedure* is to set out how allegations of malpractice are dealt with. The scope of the policy is to provide:

- a definition of malpractice
- examples of student and centre malpractice and maladministration;
- possible sanctions that may be imposed in cases of malpractice.

The term 'malpractice' in this policy is used for both malpractice and maladministration.

Introduction

For the purpose of this document 'malpractice' is defined as:

Any act, or failure to act, that threatens or compromises the integrity of the assessment process. This includes: maladministration and the failure to maintain appropriate records or systems; the deliberate falsification of records or documents for any reason connected to the award of qualifications; acts of plagiarism or other academic misconduct; and/or actions that compromise the reputation or authority of Rushmore Business School.

Rushmore Business School takes such actions as extreme seriousness all relevant cases of suspected malpractice to, shall take action of its own, including imposing sanctions.

Malpractice by Rushmore Business School employees and stakeholders

Examples of malpractice by, teachers, tutors and other officers, (*Rushmore Business School*) are listed below. These examples are not exhaustive and all incidents of suspected malpractice, whether or not described below, will be fully investigated, where there are sufficient grounds to do so.

- Failure to adhere to the relevant regulations and procedures, including those relating

to centre approval, security undertaking and monitoring requirements as set out by Rushmore Business School.

- Knowingly allowing an individual to impersonate a student.
- Allowing a student to copy another student's assignment work, or allowing a student to let their own work be copied.
- Allowing students to work collaboratively during an assignment assessment, unless specified in the assignment brief.
- Completing an assessed assignment for a student or providing them with assistance beyond that 'normally' expected.
- Damaging a student's work.
- Disruptive behaviour or unacceptable conduct, including the use of offensive language (including aggressive or offensive language or behaviour).
- Allowing disruptive behaviour or unacceptable conduct at the centre to go unchallenged, for example, aggressive or offensive language or behaviour.
- Divulging any information relating to student performance and / or results to anyone other than the student.
- Producing, using or allowing the use of forged or falsified documentation, including but not limited to:
 - a) personal identification;
 - b) supporting evidence provided for reasonable adjustment or special consideration applications; and
 - c) Rushmore Business School results documentation, including certificates
- Falsely obtaining by any means a certificate.
- Failing to report a suspected case of student malpractice, including plagiarism, to Rushmore Business School.
- Moving the time or date of a fixed examination.
- Failure to keep examination question papers, examination scripts or other assessment materials secure, before during or after an examination.
- Allowing a student to possess and / or use material or electronic devices that are not permitted in the examination room.
- Allowing students to communicate by any means during an examination in breach of regulations.
- Allowing a student to work beyond the allotted examination time.
- Leaving students unsupervised during an examination.



- Assisting or prompting candidates with the production of answers.

Possible malpractice sanctions

Following an investigation, if a case of malpractice is upheld, Rushmore Business School may impose sanctions or other penalties on the individual(s) concerned. Where relevant we will report the matter, Rushmore Business School may impose one or more sanctions upon the individual(s) concerned. Any sanctions imposed will reflect the seriousness of the malpractice that has occurred.

Listed below are examples of sanctions that may be applied to a student, or to a teacher, tutor, invigilator or other officer who has had a case of malpractice upheld against them. Please note that:

- i) this list is not exhaustive and other sanctions may be applied on a case-by-case basis.
- ii) where the malpractice affects examination performance, Rushmore Business School may impose sanctions of its own.

Possible sanctions that may be applied to teachers, tutors' invigilators, and other officers

- a) A written warning about future conduct.
- b) Imposition of special conditions for the future involvement of the individual(s) in the conduct, teaching, supervision or administration of students and/or examinations.
- c) Informing any other organisation known to employ the individual in relation to CIPS courses or examinations of the outcome of the case.
- d) Rushmore Business School may carry out unannounced monitoring of the working practices of the individual(s) concerned.
- e) Dismissal.