

## ACADEMIC MALPRACTICE

<b>Subject:</b>	Academic Malpractice
<b>Last approved:</b>	October 2011
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<b>Impact Assessed:</b>	December 2014 – Barbara Worms
<b>Person responsible:</b>	Vice Principal – Curriculum and Standards
<b>Approved by:</b>	SMT
<b>For action by:</b>	All staff
<b>For information to:</b>	All staff/students

**POLICY No. C12/14**

### 1.0 Background

- 1.1 It is vital that the College maintains the integrity of its academic procedures, awards and relationship with awarding bodies, and that there are procedures in place to deal with suspected cases of academic malpractice.
- 1.2 Academic malpractice covers cases, be they intentional or unwitting, where the College considers there has been a breach of integrity that governs its academic contracts and operations.
- 1.3 The College's academic malpractice policy and procedures is closely informed by the Joint Council for Qualifications (JCQ) Policies and Procedures relating to "Suspected Malpractice in Examinations and Assessments" to cover coursework/portfolios.
- 1.4 "*Malpractice*" – any act, default or practice which is a breach of the Awarding Body regulations or which:
- Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of the certificates and/or
  - Damages the authority, reputation of the College or Awarding body, or any officer, employee or agent of the College or Awarding body.
- NB. Failure by the College to investigate allegations of suspected malpractice in accordance with the requirements will also be considered malpractice by Awarding bodies.
- 1.5 "*Examinations and Assessments*" – means any written, on-line, on-screen or practical activity set according to the Awarding Body's specifications, or any achievement measured against national standards, which contribute to the award of a qualification.

## **2.0 Intent**

- 2.1 The policy and procedures are designed to deal with suspected cases of academic malpractice and also provide guidance on preventing and detecting instances of malpractice.
- 2.2 Each case will be determined on its own facts and merits, regardless of the age, gender, faith group, sexuality, disability or race of the individual being investigated. The intention is to ensure individuals affected are given a fair opportunity to respond to any allegations of academic malpractice. Accordingly, it may be necessary to adjust the procedures to allow a proper investigation, or to ensure fairness to the person concerned in any particular case. It may be necessary for the College to seek legal advice in specific areas.
- 2.3 Where academic malpractice is found:
- 2.3.1 Candidates should be aware that the range of sanctions extends to exclusion from College and being barred from entry to examinations for a set period of time, by all awarding bodies within the Joint Council of Qualifications (JCQ).
- 2.3.2 College staff should be aware that they may be subject to investigation under the College's disciplinary processes.

## **3.0 Scope**

- 3.1 The policy and procedures is intended to cover suspected cases of academic malpractice involving students or staff.
- 3.2 Illustrations of malpractice. The examples are not an exhaustive list and as such do not limit the scope of the definitions set out in this document.
- 3.2.1 Candidate Malpractice
- Cheating to gain an unfair advantage.
  - Fabrication of results and/or evidence.
  - Alteration of any result document, including certificate.
  - Breach of instructions or advice of any invigilator, supervisor, or the awarding body in relation to the examination or assessment rules and regulations.
  - Failing to abide by conditions of supervision designed to maintain the security of the examinations or assessments.
  - Collusion: working collaboratively with other candidates, beyond what is permitted.
  - Copying from another candidate (including the use of ICT to aid the copying).
  - Disruptive behaviour in the examination room or during an assessment session (including use of offensive language).
  - Exchanging, obtaining, receiving or passing on information which could be examination related (or the attempt to do this)
  - Inclusion of inappropriate, offensive or obscene material in scripts, coursework or portfolios.
  - Plagiarism: unacknowledged copying from published sources; incomplete referencing.
  - Theft of another candidate's work.
  - Bringing into the examination room or assessment situation unauthorised material, for example: notes; study guides; personal organisers; own blank paper; calculators; dictionaries (when prohibited); personal stereos; mobile phones or other similar electronic devices.
  - Behaving in a manner as to undermine the integrity of the examination.

### 3.2.2 Centre Staff Malpractice

- Improper assistance to candidates: in the production of coursework; in the production of answers.
- Maladministration: for example, poor invigilation, .
- Breach of security: breaking the confidentiality of question papers or materials and their electronic equivalents, or the confidentiality of candidates' scripts or their electronic equivalent; tampering with candidates' scripts or coursework after collection and before despatch to the awarding body.
- Deception: any act of dishonesty in relation to examinations and assessments.
- Failing to keep any Awarding Body mark schemes secure.
- Alteration of any Awarding Body mark schemes.
- Alteration of Awarding Body's assessment and grading criteria.
- Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves centre staff producing work for the learner.
- Producing falsified witness statements, for example for evidence the learner has not generated.
- Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment / task / portfolio / coursework.
- Facilitating and allowing impersonation.
- Misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment.
- Failing to keep learner computer files secure.
- Falsifying records/certificates, for example by alteration, substitution, or by fraud.
- Fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment.
- Failing to keep assessment/examination/test papers secure prior to the assessment/examination/test.
- Obtaining unauthorised access to assessment/examination/test material prior to an assessment/examination/test.

3.3 It is recognised that the College is obliged to conduct an investigation into suspected malpractice, when called upon to do so by an Awarding Body partner.

3.4 The College will co-operate with any investigation that a partner Awarding Body may wish to conduct on issues of suspected academic malpractice.

3.5 It is also recognised that where suspected malpractice has been detected by an Awarding Body (or a case referred to the Awarding Body following investigation by the College) any sanctions that may arise as a result will be dictated by the Awarding Body in line with recommendations set out under the agreements of the Joint Council for Qualifications (Appendix 1.1) or by their own published regulations if not associated with the JCQ.

## **4.0 Preventing and detecting academic malpractice**

4.1 It is incumbent on academic staff and examinations personnel to ensure candidates are clear about expectations in relation to academic conduct.

4.2 Induction and other course/tutorial activity, as well as communications directly related to examinations and assessments must make clear the College's and Awarding Bodies stance on academic malpractice and the potential sanctions for breaches of policy.

4.3 College staff should be aware of the JCQ instructions for conducting coursework/portfolios and good practice guidelines for preventing and detecting academic malpractice (refer Appendix 1.2).

## **4.4 Plagiarism**

4.4.1 Plagiarism - as a form of academic malpractice is on the increase. There are a number of clues that point to the possibility of plagiarism and academic staff should be alert to these. Guidance on detection of plagiarism is referred to in JCQ documents (Appendix 1.2; 1.3; 1.4).

4.4.2 Authentication processes – The Awarding bodies code of practice requires all candidates to sign that the work submitted is their own and teachers/assessors to confirm that the work assessed is solely that of the candidate concerned and was conducted under required conditions.

4.4.2b Wherever possible, before submitting work, including drafts, for assessment, Higher Education students are expected to provide evidence of use of a plagiarism detection tool e.g. Turnitin. The relevant reports should accompany submitted work.

4.4.3 All course teams should consult the JCQ guidance – Plagiarism in examinations (Appendix 1.3) and in particular, ensure the following:

- awareness raising for students on academic honesty, understanding of academic malpractice (include plagiarism) and its consequences and penalties.
- reinforce the significance of the signed declaration by candidates and staff when authenticating coursework
- candidates are clear on sourcing and acknowledgement of sourcing in order to avoid accusations of plagiarism
- set reasonable deadlines for submission of work and provide reminders
- provide time for sufficient work to be done in class under direct supervision to allow teachers/assessors to authenticate each candidate's whole work with confidence.
- Examine intermediate stages (drafts) to further authenticate candidates' work and ensure work is underway in a planned and timely manner. It is recommended that course teams should utilise the candidate authentication declaration proforma for all drafts of course work provided by the awarding bodies or the Uxbridge College proforma which is Appendix 2.

## 5.0 Investigating Suspected Malpractice

5.1 Instances of malpractice arise for a variety of reasons.

- Some incidents are intentional and aim to give an unfair advantage in an examination or assessment.
- Some incidents occur because of ignorance of the regulations, carelessness or forgetfulness in applying regulations.
- Some happen because of the force of circumstances which are beyond the control of those involved (e.g., disruption of an exam by fire alarm).

5.2 Individuals involved in malpractice also vary. These may be:

- Candidates.
- Teacher/lecturers (established and agency), assessors or others responsible for the conduct, the administration or the quality assurance of examinations and assessments.
- Assessment personnel such as examiners, assessors, moderators or internal and external verifiers.
- Other third parties, e.g., parents, siblings, friends of the candidates.

5.3 Regardless of underlying cause or people involved, all allegations of academic malpractice **will** be investigated in order to protect the integrity of the qualification and to be fair to the course team and candidates.

## 6.0 Part A Suspected Academic Malpractice: Candidates

6.1 For suspected academic malpractice occurring during examination/events and conditions – refer Appendix 1.6: Exam Regulations – JCQ – Instructions for conducting Examinations

- The authority of the “Head of Centre” (as stipulated in the JCQ instructions) is delegated to the supervisory Exams Officer at the College.

6.2 For suspected academic malpractice reported to the College by an Awarding body, the procedure for investigation is dictated to by the JCQ’s - Policies and procedures for suspected malpractice in examinations and assessments or provided by the awarding bodies or the Uxbridge College proforma which is Appendix 1.

6.3 For cases of suspected academic malpractice reported by or detected from within the college, the following will apply:

6.3.1 Where a case of suspected academic malpractice has been reported, the relevant HOS will be notified. The HOS will send a letter (use proforma in Appendix 4.1) to the student and/or parent/guardian/employer, informing them that an allegation of academic malpractice is being investigated (Stage 1). The Academic Standards Officer (ASO) will be notified.

6.3.2 The tutor/lecturer reporting the suspected academic malpractice should write a statement outlining the suspected academic malpractice identified. The statement will be reviewed by the ASO who will advise the HOS on the appropriate outcome of Stage 1.

6.3.3 The outcomes of the initial investigation (Stage 1) should fall under one of the following. In all cases, candidates should be notified of the findings and outcomes in writing within 5 working days following the conclusion of Stage 1 (use proforma in Appendix 4.2) –

- (A) No case to answer.
- (B) A case to answer – where the suspected academic malpractice is considered to be minor (refer Appendix 3.1 for definition).
- (C) A case to answer – where the suspected academic malpractice is considered to be moderate to serious (refer Appendix 3.2 for definitions).

In the case of outcome (A) the HOS should ensure the CTL/SM provides appropriate guidance and advice to the candidate.

In case of outcome (B) the HOS, in consultation with the CTL/SM, will agree the guidance and advice to be provided to the candidate. An appropriate written warning will be placed in the student's personal file.

In the case of outcome (C) the HOS will refer the matter to the College and notify the Academic Standards Manager (ASM) and Curriculum Director (CD); moving the investigation to Stage 2.

#### 6.4 Stage 2 Investigation

The ASO, in conjunction with the HOS, will undertake a Stage 2 investigation.

6.4.1 The ASO will determine whether notification to external examiners/verifiers in line with the Awarding Bodies procedures is necessary and make contact if appropriate.

6.4.2 The HOS will determine the risk to the College in deciding whether the candidate is to be suspended pending investigation and whether the investigation can continue uncompromised without suspension. Consideration should be given to protecting the integrity of the qualification and whether this is the second offence.

6.4.3 It is expected that all relevant parties will be interviewed, which might include candidate, course/subject lecturer, course team leader/section manager and any other relevant witnesses identified and the individual(s) who have reported the case of suspected academic malpractice, if this differs and where this is not anonymous. *NB, candidates (< 19 years old) must have parents/guardians present at any interview.*

6.4.4 Written notice (use proforma in Appendix 4.3) of Stage 2 interview will be sent to the candidate stating allegations, providing a summary of the evidence and the potential outcomes a maximum of 5 working days prior to the interview. The candidate must also be sent a copy of the College Academic Malpractice Policy with this letter.

6.4.5 The HOS will chair the Stage 2 interview and will require attendance by the ASO, and student (accompanied by guardian/parent if ≤ 19; or (optionally) by friend, relative, student council representative if > 19)<sup>1</sup>. HOS may also request attendance by CTL/SM, assessing teacher and any other involved member of staff.

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<sup>1</sup> Legal representation will not be allowed, unless under exceptional circumstances which have been agreed in advance following a written request to the Principal (copied to Academic Standards Officer) at least three days in advance of the 2<sup>nd</sup> stage interview.

- 6.4.6 The ASO will provide information and guidance pertinent to the case to assist the interview.
- 6.4.7 All documents relevant to the case will be made available to all concerned a minimum of 3 days prior to the interview.
- 6.4.8 A formal record will be kept of the meeting. All parties must be given the opportunity to acknowledge that this is an accurate record before it is sent to any external body. If the record is submitted with a report to an external body, the student must be given the opportunity to produce an accompanying statement.

## 6.5 Stage 2 Possible Outcomes

- 6.5.1 If the malpractice investigation was a result of a report by an awarding body then the ASO must provide all details of the investigation (including records of meetings and statements from students) to the awarding body and a completed report using either the JCQ M1 form or the awarding bodies own template. In this case the college must await the awarding body decision on any sanctions to be imposed.
- 6.5.2 If the academic malpractice investigation was a result of an internal report the the college should issue a letter tot eh student indicating one of the following:

- No academic malpractice is found. Appropriate guidance and advice may be given to the candidate by the ASO/HOS.
- **Case is found** – academic malpractice has taken place – the academic malpractice is considered to be minor (refer Appendix 3.1 for definition). HOS, in consultation with the CTL/SM, will agree the guidance and advice to be provided to the candidate. An appropriate written warning will be placed in the student’s personal file.
- **Case is found** – academic malpractice has taken place – the suspected academic malpractice is considered to be moderate to serious (refer Appendix 3.2 for definitions). Awarding body is informed (use JCQ /M1 – available in JCQ document “*Suspected Malpractice in Examinations and Assessments*”) and the College (via ASO/ASM) liaises with the awarding body in relation to the sanction to be imposed. (Refer Appendix 1.1 for indicative sanctions).

Where the case is found and is considered moderate to serious, any decision on College sanctions must be held pending notification from the awarding body on the sanction to be applied.

- 6.5.3 Following notification by the awarding body, the HOS + ASO/ASM will decide if the student is found in breach of the Code of Conduct to the extent that a recommendation for exclusion or investigation as a Stage 3 disciplinary hearing is made. The HOS would normally confirm suspension from College in these circumstances. The findings and recommendations are sent in writing to the candidate within 3 days of the decision being made (use proforma in Appendix 4.5).
- 6.5.4 Where the a recommendation for exclusion or an investigation as a Stage 3 Disciplinary issue, the Curriculum Director will convene the Stage 3 hearing in liaison with the Head of Student Support under the College’s Disciplinary policy.

## **7.0 Part B Suspected Academic Malpractice: Centre (College) Staff**

- 7.1 Any suspected academic malpractice by College staff must be reported to the ASM, relevant line manager, and the Vice Principal (Curriculum & Standards).
- 7.2 The Vice Principal or a Director will conduct an initial investigation to determine whether there is a case to answer.
- 7.3 In conducting the initial investigation, the VP (C&S) or the Curriculum Director may call upon assistance of other parties within the College; such as ASM/ASO, Head of School or other members of course team.
- 7.4 Any relevant documentation must be exchanged at least 3 days prior to any meeting between the VP/ Curriculum Director and the member of staff concerned.
- 7.5 The member of staff should be given an opportunity to refute or explain the alleged academic malpractice.
- 7.6 A formal record of the investigatory meeting should be kept and when the investigation was a result of a report by an awarding body sent to them. In this case the college must wait for the decision of the awarding body on any sanctions to impose.
- 7.7 The VP/ Curriculum Director will decide whether or not there is a case for the member of staff to answer in relation to academic malpractice. Written notification of the outcome will be provided by the VP/ Curriculum Director within 5 working days following conclusion of the investigation.
- 7.8 If the decision is that there is no case to answer, the VP/ Curriculum Director may still make recommendations to the member of staff concerned (and/or the relevant line manager) in order to minimise the chances of a similar case being brought in future.
- 7.9 Where the VP/ Curriculum Director determines there is a case to answer, the process will be dealt with under the College's disciplinary policy and procedures. The VP/ Curriculum Director will inform the ASO and ASM, who will determine the notification to the external examiners/verifiers and Awarding bodies that is required and make contact as appropriate.

## **8.0 Appeals**

Appeals against penalties arising from malpractice decisions by the Awarding Bodies.

- 8.1 The following individuals have a right of appeal against decisions of the Awarding Body's malpractice committee or officers acting on its behalf.
  - 8.1.1 "Head of Centre" (i.e., the Principal) – who may appeal against sanctions imposed on behalf of candidate(s) or those imposed on the College. The Principal will decide on whether or not the College will support an appeal on behalf of candidate(s) or a member of the college staff.
  - 8.1.2 Members of college staff, or examining personnel contracted to the College, who may appeal against sanctions imposed on themselves personally.



- 8.1.3 It should also be noted that private candidates (without the support of the College), and third parties who have been barred from examinations of the Awarding Body have rights of appeal.
- 8.2 Information on submitting an appeal to an Awarding Body may be obtained from the College ASO.
- 8.3 Appeals against penalties arising from malpractice decisions by the College – Candidates.
- 8.3.1 Candidates have a right to appeal against decisions taken at Stage 2 by written notice to the appropriate CD with grounds for their appeal, within 7 days of receipt of the Stage 2 outcomes.
- 8.3.2 The CD will hear the appeal.
- Candidates (accompanied/with appropriate representation <sup>2</sup>) will be invited to present their case with evidence.
  - All parties must be sent copies of documentation to be used a minimum of 3 days prior to the appeal.
  - The CD will decide and notify the candidate as to the outcome of the appeal within 5 working days of the appeal hearing.
  - If the matter is not resolved, the student can make a final appeal to the Vice - Principal in writing within 10 days on the following grounds:
    - A material irregularity in the consideration of evidence.
    - A failure by the appeal hearing to observe procedural requirement.
    - The penalties imposed were not commensurate with the offence.
    - The emergence of new evidence which could not reasonably have been brought to the attention of the appeal hearing.
  - The CD's decision will be final.

## **Appendix 1**

### JOINT COUNCIL FOR QUALIFICATIONS DOCUMENTATION

Contact College ASO (or ASM) for details of accessing these documents or refer to the JCQ website – [www.jcq.org.uk/](http://www.jcq.org.uk/)

1. JCQ – Suspected malpractice in examinations and assessments: policy and procedures
  - includes Indicative sanctions against centres ; table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates ; illustrations and case studies of malpractice
2. JCQ – Guidance for dealing with instances of suspected malpractice in examinations
3. JCQ – Instructions for conducting coursework/portfolios
  - includes Plagiarism, plagiarism in examinations and preventing plagiarism
4. JCQ – Plagiarism in Examinations: Guidance for teachers/assessors
5. JCQ – Authentication of candidates' work
6. JCQ – Instructions for conducting Examinations

**Assignment Draft Cover Sheet**



**Course:** .....

**Assignment Title:** .....

**Draft Number:** .....

Please read the following statement carefully before signing at the bottom. The content of this statement has been adapted from guidance provided by the Joint Council for Qualifications (JCQ). If you do not understand anything within this statement, please speak to your teacher immediately and ask for clarification.

***This sheet must be completed and signed or your teacher will not mark your work.***

- I have read and understood the **Notice to Candidates** (a copy can be found on pages 8-10 of the Uxbridge College Academy Student Handbook).
- The attached work which I am submitting for assessment is my own. I have not copied from anyone else or allowed anyone else to copy my work.
- I have produced the attached work without assistance other than that which my teacher has explained is acceptable within the specification.
- I understand the meaning of Plagiarism.
- Where I have used the same wording as a published source, I have referenced it by placing quotation marks around the passage and stating where it came from.\*
- Where I have used material taken from the internet I have referenced it by providing the precise web page.\*\*
- I have included a bibliography at the end of my work which lists the full details of publications I have used to research this piece of work.\*\*\*
- I understand that the following are all possible consequences should it subsequently be found that I have broken the regulations:
  - This piece of work will be awarded zero marks
  - I will be disqualified from this unit for this exam session
  - I will be disqualified from the whole subject for this exam session
  - I will be disqualified and barred from entering again for a set period of time

**Candidate's signature**.....**Date:**.....

\* A reference should show the name of the author, the year of publication and the page number. For example (Morrison, 2000, pg.29.)

\*\* This can be copied from the address line. For example:

<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>

\*\*\* For example: Morrison, A. (2000) "Mary, Queen of Scots", London: Weston Press

## **Examples of Minor, Moderate and Serious Academic Malpractice**

Academic malpractice:

Examples of *minor cases* could include a student:

- i) Receiving undue help in good faith because instructions have been misunderstood.
- ii) Copying a couple of sentences or using someone else's diagrams.
- iii) Copying small amounts of text from books without direct acknowledgement, but which does not make a significant contribution to the overall work.
- iv) Downloading a minimal amount of text from the internet without acknowledgement, using another's disk or copying work from another's disk. (as a guide, this would have to be less than 20 words).
- v) Inclusion without drawing proper reference to another's artwork.
- vi) Not referencing work properly.
- vii) Failing to acknowledge the source of a small section of an assignment.
- viii) Infringing the policy when the assessed work does not contribute to final grade.

Examples of *moderate cases* could include:

- i) Copying from books without acknowledgement which has the effect of making a significant contribution to the overall work.
- ii) Limited plagiarism from professional work (not course books).
- iii) Limited copying of other candidates work (hard copy or from a disk), or excessive help within one piece of work.
- iv) Limited downloading of information from the internet. (guide 25 – 100 words)
- v) In the situation where the assessed work contributes to final grade.
- vi) Repeated minor cases.

Examples of *serious cases* could include:

- i) Extensive copying of textbooks in one piece of work or limited copying in two or more pieces of work which makes a significant contribution to the work/s.
- ii) Extensive plagiarism of professional works (more than 100 words).
- iii) Buying, selling or stealing of work.
- iv) Repeated evidence of extensive use of information from the internet without acknowledgement.
- v) Using model internet answers.
- vi) Using past candidates' work from previous years.
- vii) Undue help from outside of the centre.
- viii) Repeated moderate cases.

The following letters should be used to notify/inform candidates at the various stages of the academic malpractice process.

- 4.1 Notification of Stage 1
- 4.2 Notification of outcome of Stage 1 – No Case to answer
- 4.3 Notification of outcome of Stage 1 – A case to answer – Minor
- 4.4 Notification of outcome of Stage 1 – A case to answer – Moderate to Serious
- 4.5 Invitation to Stage 2 Hearing
- 4.6 Notification of outcome of Stage 2 – Report
- 4.7 Notification of outcome of Stage 2 – No academic malpractice is found
- 4.8 Notification of outcome of Stage 2 – Case is found – Minor
- 4.9 Notification of outcome of Stage 2 – Case is found – Moderate to Serious
- 4.10 Notification of awarding body decision

Versions of these documents in Microsoft Word format (.doc) can be found on the Academic Standards Intranet pages under Academic Malpractice.

[Insert candidate name]  
[Address 1]  
[Address 2]  
[Town]  
[County]  
[Postcode]

[Insert Date]

Dear [Insert candidate name]

**Ref: Notification of Academic Malpractice Stage 1**  
**Candidate No: [Insert Student Reference]**  
**Programme of Study: [Insert name of course]**

I am writing to inform you that an allegation of suspected academic malpractice involving you has been identified, and is currently under investigation.

The investigation will check that the work you have submitted is your own.

I will write to you again within 5 working days to let you know the result of the investigation.

Yours sincerely

[Name]  
Head of School  
[Insert Name of School]

cc: [Parent/Guardian/Employer Name]  
[Academic Standards Officer Name]  
[Curriculum Director Name]

[Insert candidate name]  
[Address 1]  
[Address 2]  
[Town]  
[County]  
[Postcode]

[Insert Date]

Dear [Insert candidate name]

**Ref: Notification of outcome of Academic Malpractice Stage 1**  
**Candidate No: [Insert Student Reference]**  
**Programme of Study: [Insert name of course]**

Following due consideration of the allegation of suspected academic malpractice, the College has decided the following:

There is no case to answer. The College will not keep a record of the allegation attached to your file and there will be no further action. Please speak to [Insert name of staff member] for advice and guidance on how to avoid a future allegation.

Yours sincerely

[Name]  
Head of School  
[Insert School Name]

cc: [Parent/Guardian/Employer Name]  
[Academic Standards Officer Name]  
[Curriculum Director Name]

[Insert candidate name]  
[Address 1]  
[Address 2]  
[Town]  
[County]  
[Postcode]

[Insert Date]

Dear [Insert candidate name]

**Ref: Notification of outcome of Academic Malpractice Stage 1**  
**Candidate No: [Insert Student Reference]**  
**Programme of Study: [Insert name of course]**

Following due consideration of the allegation of suspected academic malpractice, the College has decided the following:

There is a case to answer. The suspected academic malpractice is considered to be minor. The College will not be taking any further action at this stage. A record of this will be held on your file and may be considered in future if a similar allegation is made. Please speak to [Insert name of staff member] who will provide advice and guidance on how to avoid this in future.

Yours sincerely

[Name]  
Head of School  
[Insert School Name]

cc: [Parent/Guardian/Employer Name]  
[Academic Standards Officer Name]  
[Curriculum Director Name]



[Insert candidate name]  
[Address 1]  
[Address 2]  
[Town]  
[County]  
[Postcode]

[Insert Date]

Dear [Insert candidate name]

**Ref: Notification of outcome of Academic Malpractice Stage 1**  
**Candidate No: [Insert Student Reference]**  
**Programme of Study: [Insert name of course]**

Following due consideration of the allegation of suspected academic malpractice, the College has decided the following:

There is a case to answer. The suspected academic malpractice is considered to be moderate to serious. I will write to you again within 5 working days to invite you to an interview under Stage 2 of the Academic Malpractice Policy. The letter will include all documents that you will need to prepare for the interview together with full information about the process.

Yours sincerely

[Name]  
Head of School  
[Insert School Name]

cc: [Parent/Guardian/Employer Name]  
[Academic Standards Officer Name]  
[Curriculum Director Name]

[Insert candidate name]  
[Address 1]  
[Address 2]  
[Town]  
[County]  
[Postcode]

[Insert Date]

Dear [Insert candidate name]

**Ref: Invitation to Academic Malpractice Stage 2 Interview**

**Candidate No:** [Insert Student Reference]

**Programme of Study:** [Insert name of course]

Following the outcome of Stage 1 under the College Academic Malpractice Policy, I am writing to invite you to an interview to take place on [Day] [Date] [Month] at [Time]. Please come to the Main Reception at [Campus].

*If you are under the age of nineteen you must be accompanied by your parent, guardian or other appropriate adult. The hearing will not proceed without the presence of your parent, guardian or other appropriate adult.*

If you are over the age of 19, you are entitled to bring a friend, relative or student council member to support you. Please telephone the Academic Standards Officer on 01895 853587 to confirm you are coming and also to advise us who will be accompanying you on the day and the names of any other witnesses you wish to bring. Please note, legal representation will not be allowed, unless under exceptional circumstances which have been agreed in advance following a written request to the Principal (copied to Academic Standards Officer) at least three days in advance of the Stage 2 interview.

I will be chairing the interview. Also present will be [Insert Academic Standards Officer Name] (Academic Standards Officer), [Insert CTL/Section Manager Name], (Course Team Leader/Section Manager), [Insert Assessing Teacher Name] (Assessing Teacher).

The nature of the allegation of suspected malpractice is as follows:

[Insert allegation – please speak to Academic Standards Officer – the allegation must be taken from the Table of Offences available in the JCQ document “Suspected Malpractice in Examinations and Assessments”].

I enclose the following documents for your attention. Please read these carefully in preparing for the interview.

- A statement from [insert name of person making the allegation (unless it is not a staff member and the person wishes to remain anonymous/the allegation was anonymous)]
- Uxbridge College Academic Malpractice Policy

Following the interview, the following outcomes are possible (taken from section 6.5 of the College Academic Malpractice Policy):

I will write to you within 5 working days of the conclusion of the Stage 2 investigation to inform you of the decision which has been made. You will also receive a copy of the notes from the interview and will be asked to acknowledge that they are accurate. If a report is to be submitted to the awarding body you will also be asked to write a statement to accompany the report.

Please do not attempt to discuss this matter with your tutors as it is important that all correspondence forms part of the official record. If you have any questions about the process in advance of the interview, please contact the Academic Standards Officer, [\[Insert Academic Standards Officer name\]](#) on 01895 853587.

Please note this is your last opportunity to present your case and so it is very important that you attend.

Yours sincerely

[\[Name\]](#)  
Head of School  
[\[Insert School Name\]](#)

cc: [\[Parent/Guardian/Employer Name\]](#)  
[\[Academic Standards Officer Name\]](#)  
[\[Course Team Leader/Section Manager\]](#)  
[\[Curriculum Director Name\]](#)

Encs.

[Insert candidate name]  
[Address 1]  
[Address 2]  
[Town]  
[County]  
[Postcode]

[Insert Date]

Dear [Insert candidate name]

**Ref: Notification of outcome of Academic Malpractice Stage 2 – Report to awarding body**

**Candidate No: [Insert Student Reference]**

**Programme of Study: [Insert name of course]**

Following your stage 2 academic malpractice interview, the College has completed the report for the awarding body [Insert Awarding Body], a copy of which is enclosed.

Please could you review the record of the interview which is enclosed with this letter and return the signed statement indicating either that you agree with the record, or that you disagree. If you disagree, please indicate specifically which part (s) of the record you disagree with.

We are also required to give you the opportunity to submit a statement to the awarding body to accompany the report. Please could you return your statement, together with the statement agreeing/disagreeing with the record of the meeting to the Academic Standards Officer at the address below by **[Insert date 7 working days after this letter is sent]**.

**[Insert Academic Standards Officer Name]**

Academic Standards Officer  
Uxbridge College  
Park Road  
Uxbridge  
UB8 1NQ

We will notify you of the awarding body decision as soon as we receive it. Information on your right to appeal against the awarding body decision will be provided in this letter. A decision on any further sanctions from the College (including referral to Stage 3 under the College Disciplinary Policy) will be held pending receipt of the awarding body decision.

If you wish to appeal against the College decision at Stage 2, please write to Curriculum Director, [insert CD name], within 7 days of receipt of this letter, stating the specific grounds for your appeal.

Please note that if we do not receive any correspondence from you by [Insert date 7 working days after this letter is sent] the report will be sent to the awarding body as it stands.

Yours sincerely

[Name]  
Head of School  
[Insert School Name]

cc: [Parent/Guardian/Employer Name]  
[Academic Standards Officer Name]  
[Course Team Leader/Section Manager]  
[Curriculum Director Name]

Encs.

**Statement regarding written record of Stage 2 interview**

**Student Name:**

**Student Reference Number:**

Please circle the statement which applies.

- I agree with the written record of the Stage 2 interview.
- I disagree with the written record of the Stage 2 interview (state the specific reasons below).

**Student Signature:**

**Date:**

[Insert candidate name]  
[Address 1]  
[Address 2]  
[Town]  
[County]  
[Postcode]

[Insert Date]

Dear [Insert candidate name]

**Ref: Notification of outcome of Academic Malpractice Stage 2**  
**Candidate No: [Insert Student Reference]**  
**Programme of Study: [Insert name of course]**

Following due consideration of the allegation of suspected academic malpractice, the College has decided the following:

No academic malpractice is found. The College will not keep a record of the allegation attached to your file and there will be no further action. Please speak to [Insert name of staff member] for advice and guidance on how to avoid a future allegation.

Please could you review the record of the interview which is enclosed with this letter and return the signed statement indicating either that you agree with the record, or that you disagree. If you disagree, please indicate specifically which part (s) of the record you disagree with.

Yours sincerely

[Name]  
Head of School  
[Insert School Name]

cc: [Parent/Guardian/Employer Name]  
[Academic Standards Officer Name]  
[Course Team Leader/Section Manager]  
[Curriculum Director Name]

Encs.

**Statement regarding written record of Stage 2 interview**

**Student Name:**

**Student Reference Number:**

Please circle the statement which applies.

- I agree with the written record of the Stage 2 interview.
- I disagree with the written record of the Stage 2 interview (state the specific reasons below).

**Student Signature:**

**Date:**



[Insert candidate name]  
[Address 1]  
[Address 2]  
[Town]  
[County]  
[Postcode]

[Insert Date]

Dear [Insert candidate name]

**Ref: Notification of outcome of Academic Malpractice Stage 2**  
**Candidate No:** [Insert Student Reference]  
**Programme of Study:** [Insert name of course]

Following due consideration of the allegation of suspected academic malpractice, the College has decided the following:

The case is found. The academic malpractice is considered to be minor. The College will not be taking any further action at this stage. A record of this will be held on your file and may be considered in future if a similar allegation is made. Please speak to [Insert name of staff member] who will provide advice and guidance on how to avoid this in future.

If you wish to appeal against the College decision at Stage 2, please write to the Curriculum Director [Insert CD name] within 7 days of receipt of this letter, stating the specific grounds for your appeal.

Yours sincerely

[Name]  
Head of School  
[Insert School Name]

cc: [Parent/Guardian/Employer Name]  
[Academic Standards Officer Name]  
[Course Team Leader/Section Manager]  
[Curriculum Director Name]

Encs.

**Statement regarding written record of Stage 2 interview**

**Student Name:**

**Student Reference Number:**

Please circle the statement which applies.

- I agree with the written record of the Stage 2 interview.
- I disagree with the written record of the Stage 2 interview (state the specific reasons below).

**Student Signature:**

**Date:**

[Insert candidate name]  
[Address 1]  
[Address 2]  
[Town]  
[County]  
[Postcode]

[Insert Date]

Dear [Insert candidate name]

**Ref: Notification of outcome of Academic Malpractice Stage 2**  
**Candidate No: [Insert Student Reference]**  
**Programme of Study: [Insert name of course]**

Following due consideration of the allegation of suspected academic malpractice, the College has decided the following:

Case is found – academic malpractice has taken place – the academic malpractice is considered to be moderate to serious (refer Appendix 3.1 of the Academic Malpractice Policy for definition). The College will shortly be submitting a report to the awarding body containing full details of the case and the judgement that has been made by the College following the investigation. A copy of this report will be sent to you for your information.

Please could you review the record of the interview which is enclosed with this letter and return the signed statement indicating either that you agree with the record, or that you disagree. If you disagree, please indicate specifically which part (s) of the record you disagree with.

We are also required to give you the opportunity to submit a statement to the awarding body to accompany the report. Please could you return your statement, together with the statement agreeing/disagreeing with the record of the meeting to the Academic Standards Officer at the address below by **[Insert date 7 working days after this letter is sent]**.

**[Insert Academic Standards Officer Name]**  
Academic Standards Officer  
Uxbridge College  
Park Road  
Uxbridge  
UB8 1NQ

We will notify you of the awarding body decision as soon as we receive it. Information on your right to appeal against the awarding body decision will be provided in this letter. A decision on any further sanctions from the College (including referral to Stage 3 under the College Disciplinary Policy) will be held pending receipt of the awarding body decision.

If you wish to appeal against the College decision at Stage 2, please write to Darrell DeSouza, Vice-Principal, Curriculum & Standards within 7 days of receipt of this letter, stating the specific grounds for your appeal.

Please note that if we do not receive any correspondence from you by [\[Insert date 7 working days after this letter is sent\]](#) the report will be sent to the awarding body as it stands.

Yours sincerely

[\[Name\]](#)  
Head of School  
[\[Insert School Name\]](#)

cc: [\[Parent/Guardian/Employer Name\]](#)  
[\[Academic Standards Officer Name\]](#)  
[\[Course Team Leader/Section Manager\]](#)  
[\[Curriculum Director Name\]](#)

Encs.

**Statement regarding written record of Stage 2 interview**

**Student Name:**

**Student Reference Number:**

Please circle the statement which applies.

- I agree with the written record of the Stage 2 interview.
- I disagree with the written record of the Stage 2 interview (state the specific reasons below).

**Student Signature:**

**Date:**

[Insert candidate name]  
[Address 1]  
[Address 2]  
[Town]  
[County]  
[Postcode]

[Insert Date]

Dear [Insert candidate name]

**Ref: Notification of Awarding body Decision**  
**Candidate No: [Insert Student Reference]**  
**Programme of Study: [Insert name of course]**

The awarding body have written to us to inform us of the following decision:

[Insert decision here]

Any appeal on behalf of a candidate against the awarding body is at the discretion of the Principal of the College. If you wish the College to appeal the decision on your behalf, please write to Laraine Smith, Principal within 5 days of receipt of this letter stating the **specific** grounds for your appeal.

If you do not wish to appeal against this decision, you will be written to after the appeal deadline has passed to inform you of the conclusion of the College process and any further sanctions.

Yours sincerely

[Name]  
Head of School  
[Insert School Name]

cc: [Parent/Guardian/Employer Name]  
[Academic Standards Officer Name]  
[Course Team Leader/Section Manager]  
[Curriculum Director Name]

Encs.