

Written	MG
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Change Summary

Updated to new template

Roles and Responsibilities

All EMS Cognito Policies are to be read and understood by all staff.

Policy Overview

This document sets out EMS Cognito’s policy for dealing with suspected cases of malpractice.

EMS Cognito is committed to safeguarding its reputation for the quality and credibility of its assessments, all allegations of malpractice should be investigated consistently, fairly and impartially.

Definition of Malpractice in Internal Assessment

The term ‘malpractice’ covers any deliberate actions, neglect, default or other practice that compromises the assessment process or the integrity of an SQA qualification delivered by EMS Cognito, the validity of an SQA certificate, or the reputation and credibility of EMS Cognito and SQA.

Malpractice by a candidate in internal assessment can occur in:

- the preparation and authentication of coursework
- the presentation of practical work
- the compilation of portfolios of internal assessment evidence
- conduct during an internal assessment

Examples of Candidate Malpractice may include:

- Plagiarism — failure to acknowledge sources properly and/or the submission of another person’s work as if it were the candidate’s own.
- Collusion with others when an assessment must be completed by individual candidates.
- Copying from another candidate (including using ICT to do so).
- Personation — pretending to be someone else. Inclusion of inappropriate, offensive, discriminatory or obscene material in assessment evidence.
- Inappropriate behaviour during an internal assessment that causes disruption to others. This includes shouting and/or aggressive behaviour or language

Examples of Centre Malpractice may include:

- Misuse of assessments, including inappropriate adjustments to assessment decisions.
- Insecure storage of assessment instruments and marking guidance.
- Failure to comply with requirements for accurate and safe retention of candidate evidence, assessment and internal verification records.
- Failure to comply with SQA’s procedures for managing and transferring accurate candidate data.
- Excessive direction from assessors to candidates on how to meet national standards.

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- Deliberate falsification of records in order to claim certificates

Definition of Collusion in Internal Assessment

Collusion involves two people working together on a task that should have been done by the candidate. This could be:

- Two candidates working together on their respective assessments;
- A line manager acting as mentor for a candidate working towards their award;
- The assessor providing too much support and disempowering the candidate.

EMS Cognito encourage the excellent support that candidates can give to each other, and the crucial support that candidates get from their line manager, however, there is a very definite difference between providing support, and disempowering a candidate.

Penalties

Where Plagiarism or Collusion is identified, the following courses of action may be taken:

1. In the case of proven Plagiarism or Collusion by a candidate the candidate concerned may be withdrawn from completing the award with EMS Cognito immediately, and SQA notified of the reasons for this;
2. On suspicion of Plagiarism or Collusion the candidate concerned may be issued with a warning and asked to resubmit the piece of work in full.

The Internal Verifier will make a decision on which penalty is appropriate, based on the severity of the malpractice. For example, verbatim copying of another candidates' work and presenting this as your own work will be viewed with much more severity than, for example, failing to acknowledge a source or theorist in a piece of written work.