

Loida British Ltd - Malpractice, Maladministration, and Plagiarism Policy

1. Purpose

This policy designed to safeguard the integrity of Loida British Ltd.'s assessment processes and ensure that all qualifications and certifications awarded are based on the genuine performance and knowledge of candidates. It defines malpractice, maladministration, and plagiarism, outlines how such incidents identified, managed, and reported, and sets out the consequences for individuals involved.

2. Scope

This policy applies to:

- All employees, candidates, contractors, assessors, trainers, and external partners involved in the assessment, delivery, or administration of qualifications offered by Loida British Ltd.
- Both internal and external assessments, including written, practical, and digital assessments.

3. Definitions

3.1 Malpractice

Malpractice refers to any intentional or reckless act, omission, or practice that violates the integrity of the assessment or examination process. Examples of malpractice include, but are not limited to:

- **Falsification of results or records.**
- **Collusion** between candidates to cheat or gain an unfair advantage.
- **Unlawful access** to assessment or examination materials prior to the test.
- **Use of unauthorised materials** during an assessment.
- **Bribery** or offering incentives to assessors to alter results.

3.2 Maladministration

Maladministration refers to inefficient, negligent, or unethical administrative practices that may result in improper handling of assessments or certification processes. This includes, but is not limited to:

- **Incorrect recording or reporting** of assessment results.

- **Failure to follow assessment procedures** and guidelines.
- **Issuing incorrect certifications** or qualifications due to administrative errors.
- **Delays or inaccuracies** in communication with candidates regarding their assessments.

3.3 Plagiarism

Plagiarism is the act of presenting someone else's work, ideas, or data as one's own without proper acknowledgment. This includes:

- **Copying** from another candidate or source without citation.
- **Using pre-written materials** from external sources and presenting them as original work.
- **Submitting another person's work** or a purchased assignment.

4. Identification and Prevention

4.1 Preventative Measures

Loida British Ltd. is committed to preventing malpractice, maladministration, and plagiarism through:

- **Staff and assessor training** to recognize and manage incidents of malpractice and maladministration.
- **Clear communication of assessment guidelines** and acceptable practices to all candidates.
- **Use of plagiarism detection tools** and systems to review written work.
- **Strict controls and monitoring** during examination sessions to ensure adherence to rules.

4.2 Identifying Malpractice, Maladministration, and Plagiarism

- **During Assessments:** Assessors and invigilators are responsible for monitoring candidate behaviour and reporting suspicious activities, such as use of unauthorized materials or attempts to communicate with others.
- **Post-Assessment Review:** Malpractice may be identified during the review of assessment results or through statistical analysis of scores that show anomalies.
- **Plagiarism Detection:** Loida British Ltd. will use plagiarism detection software to identify instances where work has been copied without proper attribution. Any substantial matches with external sources will be flagged for investigation.

5. Reporting and Investigation

5.1 Reporting Malpractice and Maladministration

- All employees, candidates, and external partners are required to report any suspected malpractice or maladministration immediately.
- Reports can be made confidentially to the **Assessment & Compliance Department** or via the designated **Whistleblower Hotline**.
- Reports should include all relevant information, including the date, nature of the incident, individuals involved, and any evidence available.

5.2 Investigation Process

- Upon receiving a report, an initial **fact-finding investigation** will be conducted to assess the validity of the claim.
- **Investigating officers** will be appointed to review all relevant documents, interview individuals involved and collect evidence.
- Investigations will be completed within a reasonable time, typically **15 working days**, unless exceptional circumstances require more time.

5.3 Rights During Investigation

- Individuals accused of malpractice, maladministration, or plagiarism have the right to present their version of events and provide supporting evidence.
- All investigations conducted in accordance with Loida British Ltd.'s confidentiality policies, ensuring privacy and fairness.

6. Consequences and Penalties

6.1 Malpractice

Candidates: If malpractice confirmed, candidates may face one or more of the following penalties:

- **Disqualification from the assessment.**
- **Withdrawal of any certification** or qualification previously awarded.
- **Permanent exclusion** from future assessments with Loida British Ltd.

Employees or Assessors: If an employee or assessor is found guilty of malpractice:

- **Disciplinary action** will be taken in accordance with the company's HR policies, which may include suspension, demotion, or dismissal.
- **Legal action** may be taken if applicable, particularly in cases involving fraud or falsification.

6.2 Maladministration

In cases of maladministration, appropriate corrective measures will be taken, such as:

- **Retraining of staff** involved in the error.

- **Corrective action to rectify the error**, such as re-issuing certifications or re-grading assessments.
- **In severe cases**, disciplinary action may be taken against staff responsible.

6.3 Plagiarism

- **Minor Plagiarism:** For first-time or minor plagiarism offences, candidates may receive a warning and an opportunity to resubmit their work.
- **Severe or Repeated Plagiarism:** For more severe cases, or if plagiarism is repeated, penalties will include:
 - **Failure of the assessment.**
 - **Disqualification from the program or qualification.**
 - **Permanent record of plagiarism** on the candidate's file.

7. Appeals Process

- Individuals who wish to appeal a decision regarding malpractice, maladministration, or plagiarism must submit their appeal in writing within **10 working days** of the decision being communicated.
- The appeal will be reviewed by a senior management team not involved in the original investigation.
- A decision on the appeal will be communicated within **20 working days**.

8. Responsibilities

8.1 Candidates

- Adhere to all assessment guidelines and procedures to avoid engaging in malpractice or plagiarism.
- Report any instances of malpractice, maladministration, or plagiarism they witness.

8.2 Assessors and Invigilators

- Ensure that assessment conditions are followed and report any suspicious activities.
- Participate in regular training to remain vigilant about malpractice and plagiarism risks.

8.3 Managers and Compliance Team

- Investigate any reports of malpractice, maladministration, or plagiarism.
- Ensure that all parties are treated fairly and consistently throughout the investigation and appeals process.

9. Review

This policy will be reviewed annually or as necessary to accommodate changes in legislation, company operations, or the educational landscape.

Date of Last Review: [Insert Date]

Next Review Date: [Insert Date]

10. Contact Information

For queries or further information regarding this policy, please contact:

Compliance & Assessment Integrity Department

Loida British Ltd.

[Insert Address]

[Insert Email]

[Insert Phone Number]