



Malpractice Policy

Student & staff conduct in assessment, examination & certification

The Institute for Counselling & Psychotherapy Studies
ICPS College, Dublin

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1. Malpractice Policy

The Institute for Counselling & Psychotherapy Studies takes the issue of malpractice very seriously. The integrity of every credential awarded by the College depends upon the rigorous and impartial enforcement of this policy.

1.1 Definitions



Malpractice is taken to mean any activity, neglect or practice that compromises assessments, the validity of assessment results, or the integrity of a qualification. Malpractice can include maladministration.

Maladministration is taken to mean any activity, neglect or other practice that results in a failure to comply with the specified requirements for the delivery of a qualification.

2. Learner Malpractice

Examples of learner malpractice may include, but are not limited to:

- ◆ Misuse of assessment or examination material
- ◆ Bringing unauthorised material into an assessment or examination environment
- ◆ Obtaining or passing on assessment- or examination-related information through talking, passing notes, or any other means of communication
- ◆ Copying from another learner
- ◆ Plagiarism of another's work

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- ◆ Disruptive behaviour during an assessment or examination
 - ◆ Impersonation — pretending to be someone else, or arranging for someone else to undertake an assessment or examination in your place
 - ◆ Breaching the security of assessment or examination materials
 - ◆ Failing to follow instructions provided by an assessor or invigilator
 - ◆ Changing result statements or certificates

This list is not exhaustive, and any other action deemed to compromise the integrity of the qualification or course will be subject to the policy. In instances where there is evidence of malpractice by learners, the Learner Disciplinary Policy and Procedures will apply.

3. Staff Malpractice

Examples of staff malpractice may include, but are not limited to:

- ◆ Assisting learners in the production of work for assessment
- ◆ Producing falsified witness statements about learner performance
- ◆ Changing assessment results or examination marks without sufficient evidence to support the decision
- ◆ Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assessment portfolio
- ◆ Improper assistance to a learner during an assessment or examination
- ◆ Failure to supervise an assessment or examination properly
- ◆ Falsifying records or certificates, for example by alteration, substitution, or by fraud
- ◆ Fraudulent certificate claims — that is, claiming a certificate prior to the learner completing all the requirements of assessment
- ◆ Failure to keep assessment or examination materials secure

This list is not exhaustive, and any other action deemed to compromise the integrity of the qualification or course will be subject to the policy. In instances where there is evidence of malpractice by staff, the Staff Disciplinary Policy and Procedures will apply.

4. Procedures for Reporting and Investigating Malpractice

4.1 Initial Action

If ICPS discovers, or is made aware of, alleged malpractice, the College will conduct a full investigation. If the College itself is accused of malpractice, an independent investigator will be appointed to carry out the investigation.

4.2 Notification

Any individual or individuals being investigated for alleged malpractice will be informed of this in writing at the earliest possible opportunity. The notification will detail the nature of the malpractice for which they are being investigated and the possible consequences they may face should they be found guilty. Any individual accused of malpractice will be given the opportunity to respond to any allegations made against them.

4.3 Anonymous Reports

If an anonymous report of malpractice is made, it will only be investigated if sufficient corroborating evidence is available to support the allegation and to enable a fair, lawful and proportionate investigation to be conducted. Anonymous reports unsupported by evidence may be retained for context but will not in themselves trigger formal disciplinary action.

5. Recording and Reporting

Investigations of malpractice will be subject to the production of a written report which will include, as appropriate:

- ◆ Details of all the facts, the circumstances, and the investigation carried out
- ◆ Written statement(s) from the person under investigation
- ◆ Written statement(s) from all other persons involved
- ◆ Details of any mitigating circumstances
- ◆ Details of the conclusions as to whether and what malpractice is deemed to have taken place
- ◆ The Turnitin Originality Report (where applicable)

After the compilation of the report an independent advisor will be appointed to:

- ◆ Review the report
- ◆ Decide whether the correct procedures have been adhered to in conducting the investigation
- ◆ Ensure that the individual accused of malpractice has had a fair opportunity to explain themselves
- ◆ Review the conclusions of the report and agree or disagree with the findings
- ◆ Discuss and agree appropriate penalties or actions

Each case will be considered on an individual basis, dependent on all the information given.

6. Sanctions

The Institute will take action and impose penalties in order to prevent the individual or individuals from gaining an unfair advantage and to maintain the integrity of the assessment or examination, as well as confidence in the public's perception of the awarding procedures.

Any sanction or penalty imposed will reflect the severity of the malpractice. The following sanctions may be imposed:

- ◆ An official warning
- ◆ Withdrawal of contract (in the case of associates, trainers, verifiers and similar parties)
- ◆ Loss of part of the marks gained for the assessment or examination
- ◆ Loss of all the marks gained for the assessment or examination
- ◆ Disqualification from the whole qualification
- ◆ Suspension or permanent expulsion from the College
- ◆ Referral to relevant accrediting bodies or, where appropriate, to law-enforcement authorities

Protecting Every Award. ICPS College's reputation rests on the integrity of every assessment, every examination and every certificate awarded. This policy exists to safeguard that integrity for our students, our staff, our accrediting partners and the public who entrust their care to ICPS-trained practitioners.

APPROVED BY

Head of Academic Standards & Accreditations

ICPS College · Dublin, Ireland

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