

## Appendix B

Examples of learner malpractice include, but are not limited to, the breach of examination or assessment rules, regulations and requirements as follows:

- \* plagiarism of any nature;
- \* collusion by working collaboratively with other learners to produce work that is submitted as individual learner work;
- \* copying (including the use of ICT to aid copying), or allowing work to be copied;
- fabrication of results or evidence;
- false declaration of authenticity in relation to the contents of a portfolio or coursework;
- obtaining or attempting to obtain secure examination/assessment material;
- impersonation.

*\* Plagiarism on Skills Units is further covered by the CLS Skills referral Policy.*

### Examples of malpractice by staff

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

- failure to ensure learners, colleagues or peers are safe and able to complete their tasks / learning activities in reasonable comfort/safety;
- failure to keep confidential information including assessment and/or examination materials secure;
- fraudulent claim for certificates and/or deliberate submission of false information to gain a qualification or unit;
- inappropriate assistance/support to learners in relation to meeting examination/assessment requirements;
- deception (for example, manufacturing evidence of competence, assessment or internal quality assurance records);
- failure to keep candidate coursework/portfolios of evidence secure;
- 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 or allowing impersonation.
- fraudulent claim for work carried out for, and/or deliberate submission of false information to gain a financial reward/payment.