LIBF

Part of Walbrook Institute London

Student Academic Integrity Policy and Procedure for Professional Qualifications

The purpose of the Student Academic Integrity Policy and Procedure for Professional Qualifications is to provide students with details of the malpractice process for our qualifications. The policy sets out examples of student malpractice, the procedure to follow to report cases of suspected malpractice, the role of the Academic Integrity Panel, possible sanctions that may be imposed by us in cases of malpractice, the reporting requirements in cases of malpractice, and our monitoring and evaluation procedures.

Summary of policy

For the purpose of this document 'malpractice' is defined as:

> Any act, or failure to act, that threatens or compromises the integrity of the academic process or the validity of our qualifications and our certification. This includes acts of plagiarism or other misconduct, and / or actions that compromise our reputation or authority, our centres[1], officers, and employees.

We treat all cases of suspected malpractice with the utmost rigour, and will investigate all suspected and reported incidents of possible malpractice.

[1] Centres are organisations who are involved with any part of the delivery of qualifications on behalf of us. Centres may be schools, colleges or any other venue where the delivery of learning, including teaching and / or assessments, leading to a qualification, is conducted.

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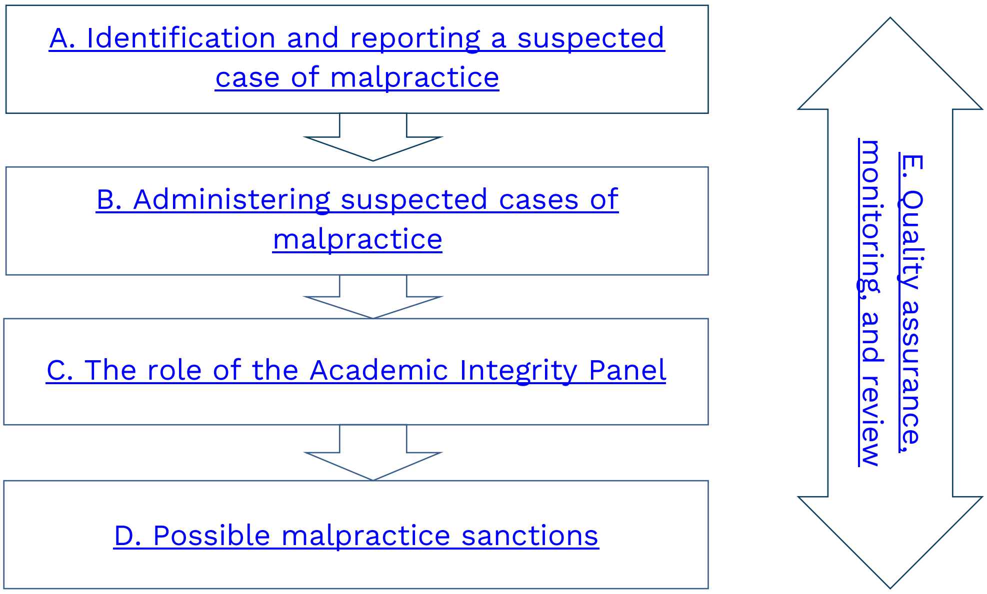
We will take the appropriate action to maintain the integrity of our qualifications, including applying sanctions, as set out in this policy.

For the purpose of this document, student malpractice can relate to registrations, assessments, coursework assignments, examinations, reasonable adjustments, special considerations, certification, and student conduct.



Section A - identification and reporting a suspected case of malpractice

1.1 An allegation of student malpractice may be made by

i. an assessment centre, and centre contractors / employees and stakeholders – for example, invigilators, tutors, and other officers

ii. Remote proctors

iii. another student

iv. an independent party[2] who suspects possible malpractice has taken place, and

v. an individual who wishes to remain anonymous.

1.2 We'll also investigate when we've discovered potential or suspected malpractice via internal administration, quality assurance procedures or record and review proctoring.

1.3 We reserve the right not to investigate further where the information doesn't provide reasonable grounds for possible malpractice, it isn't related to one of our existing or previous students, or it's appropriate that an external investigation is undertaken first, for example, by the police.

1.4 Some examples of student malpractice are described below. These examples aren't exhaustive, and all incidents of suspected malpractice will be fully investigated by us, where there are sufficient grounds to do so.

i. Obtaining examination or assessment material without authorisation.
ii. Arranging for an individual other than the student to sit an assessment or to submit an assignment not undertaken by the student.
iii. Impersonating another student to sit an assessment or to submit an assignment on their behalf.
iv. Possession of anything not permitted in the assessment room, regardless of whether they're relevant to the assessment, or whether or not the student refers to them during the assessment process, for example, notes, blank paper, electronic devices (when prohibited).
v. Communicating in any form, for example, verbally or electronically, with other students during the assessment when prohibited.
vi. Committing plagiarism by using the work of another person, either intentionally or unintentionally without acknowledging that person.

[2] An independent party is an individual or organisation that doesn't work for us or provide any services on our behalf.

vii. Accessing / copying the work of another student or allowing another student to access / copy from your work either intentionally or unintentionally.
viii. Working together with another student / individual to complete an assignment, unless authorised to do so, otherwise known as collusion.
ix. Purchase or acquisition of work from internet sites or other sources, including essay mills, which is then submitted as a student's own.
x. Use of Artificial Intelligence (AI) tools by a student to generate or significantly aid their assessment response, whether in whole or in part. While the use of AI for research, brainstorming, and gathering preliminary insights is permitted, students must ensure that any direct contributions from AI tools are properly cited. Final submissions should reflect the student's own understanding and analysis, and any use of AI beyond the permitted scope, or without proper citation, will be considered malpractice. For further information, please see the AI usage policy.
xi. Fabrication of evidence / results set down within assessment submissions.
xii. Damaging another student’s work.
xiii. Inclusion of inappropriate or offensive material in coursework assignments or assessment scripts.
xiv. Failure to comply with our published regulations.
xv. Failure to comply with instructions given by the assessment invigilator, for example, working beyond the allocated time, , and not adhering to warnings relating to conduct during the assessment.
xvi. Failure to comply with the regulations of a centre.
xvii. Disruptive behaviour or unacceptable conduct at an assessment venue or centre (including aggressive or offensive language or behaviour).
xviii. Producing, using or allowing the use of forged or falsified documentation, including but not limited to

- personal identification
- supporting evidence provided for reasonable adjustment or special consideration applications, and

- our results documentation, including certificates.

xix. Falsely obtaining, by any means, a certificate for a unit or qualification.

xx. Falsely acquiring or declaring, by any means, entry criteria necessary for a unit or qualification.

xxi. Misrepresentation, that is, presenting work as being that of another person*, to lend credibility to the student's own work.

xxii. Using all or part of a previous assignment or work submitted without acknowledgement, otherwise known as self-plagiarism.

xxiii. Fraudulent claims for special considerations.

*'Another person' is defined as anyone and everyone else apart from the student, even where the individual(s) is / are anonymous or unknown and 'work' may include written work (formal or informal), thoughts (for example notes, correspondence), conversations (for example, radio programmes, phone discussions), electronic communications (for example, emails, web pages) or graphics (for example, diagrams, tables, exhibits, models).

1.5 If a student asks another individual to proofread their work, they must not

- change the meaning of any sentence or section
- change the order of points, sentences or paragraphs
- comment on, alter or supplement the content or ideas of the text
- make corrections to calculations or facts
- alter an argument or
- check for plagiarism.

This list isn't exhaustive and other examples may be considered at our discretion.

1.6 This process applies to invigilators, tutors, students, and other officers, and to any reporting of malpractice by an independent party or individual who wishes to remain anonymous.

1.7 It's the responsibility of all invigilators and assessment venue staff to be aware of our procedures for confiscating items not permitted at assessment / examination venues, for example, electronic devices or reference books, and how to deal with issues relating to malpractice, such as communication, collaboration or disruption within an assessment venue.

1.8 We'll acknowledge all reports of suspected malpractice within five working days. All parties involved in the case will then be contacted by us within ten working days of receipt of the report detailing the suspected malpractice. We may also contact other individuals who may be able to provide evidence relevant to the case.

1.9 Any case of suspected malpractice should be reported in the first instance to:

Customer and Student Enquiries
T: +44 (0)1227 818609 (Option 1)

E: customerservices@libf.ac.uk

1.10 Suspected malpractice must be reported to us as soon as possible, ideally within two working days from its discovery.

1.11 At the time of the incident, the student suspected of the malpractice must, where possible, be warned by the assessor that their actions are in breach of our regulations and may constitute malpractice, and that a report will be made to us. However, we recognise that this action may not always be possible due to disruption to other students.

1.12 In cases of suspected malpractice reported by invigilators, tutors, and other officers, and any reporting of malpractice by an independent party or individual who wishes to remain anonymous, the report made to us should include as much information as possible, including

i. the assessment venue name and location
ii. the date and title of the assessment, if known
iii. the time the assessment took place, if known
iv. the student's name and student number, if applicable
v. the name of the invigilators, tutors, and any other officers concerned
vi. a description of the suspected malpractice, and

vii. any available supporting evidence.

1.13 In the case of examinations sat via remote invigilation, the record and review process may identify incidents of student malpractice up to three days after the exam has been taken.

1.14 All non-examination assessments are submitted to a text-matching software to check the originality of the work, and to identify any potential malpractice. Where the text-matching software identifies work with high similarities to other work, it will be reviewed by staff to determine whether it needs to be considered by the Academic Integrity Panel.

1.15 In cases of suspected malpractice reported by an independent party, or an individual who wishes to remain anonymous, otherwise known as whistleblowing, we will take all reasonable steps to authenticate the reported information and to investigate the alleged malpractice to determine whether their concern has any foundation. If we don't receive adequate information from a whistleblower to justify an investigation, or it doesn't relate to the delivery of our qualifications, we reserve the right not to take any further action. Whilst we may need to provide the individual involved with certain details in order to gather enough information, all efforts will be made to keep the identity of the whistleblower concealed to avoid any prejudice against them.

Section B - administering suspected cases of malpractice

2.1 We'll investigate each case of suspected or reported malpractice to determine whether malpractice has occurred. The investigation will aim to establish the full facts and circumstances and, where relevant, students' previous conduct.

2.2 In order to avoid any perceived or actual conflicts of interest, any individual with a personal interest in the outcome won't be permitted to undertake an investigation of a suspected case.

2.3 In cases of suspected malpractice, investigations may include, but aren't limited to

- reports generated by the text matching software
- contacting externals
- discussions with assessors
- liaising with other institutions
- Remote invigilation company

2.4 We'll promptly take all reasonable steps to prevent any adverse effect that may arise as a result of the malpractice, or to mitigate any adverse effect, as far as possible, and to correct it to make sure any action necessary to maintain the integrity of the examination will be taken.

2.5 Where more than one individual is contacted regarding a case of suspected malpractice, for example, in a case involving suspected collusion, we'll contact each individual separately, and won't reveal personal data to any party unless necessary for the purpose of the investigation.

2.6 The individual(s) concerned will be informed of the following

i. that an investigation will take place, and the grounds for that investigation

ii. details of all the relevant timescales, and dates, where known

iii. that they have a right to respond by providing a personal written response relating to the suspected malpractice (within five working days of the date of that letter, or three working days for malpractice relating to Level 6 qualification assessments)

iv. that they may continue their studies, including assessment resits, but that any results achieved since the cases of suspected malpractice may be removed if an individual is found to be guilty (see Section D)

v. that, if malpractice is considered proven by us, sanctions may be imposed reflecting the seriousness of the case

vi. that they have the right to appeal a malpractice decision under the Appeals Policy and Procedures, and

vii. that we have a duty to inform the relevant authorities / regulators, but only after time for the appeal has passed or the appeal process has been completed.

2.7 The student has a right to appeal against a malpractice outcome reached by us if they believe the policy or procedure hasn't been followed properly or fairly, or if there's new and relevant information or evidence now available which wasn't known by us, or couldn't have been brought to our attention at the time the decision was made. For more detail, see the Appeals Policy and Procedures.

2.8 In cases where malpractice has been agreed and has an impact on certification or 'licence to practise' in a regulated area, or has other external significance, we've a duty of care and may inform the relevant regulator(s), other awarding organisations, and other relevant authorities as appropriate to comply with legislation. This may include informing the police if the law has been broken.

2.9 We won't normally report any outcome from a malpractice case until the time for appeal has passed.

2.10 Individuals aren't permitted to attend the Academic Integrity Panel meeting when their case is heard. Individuals do have the right to request to attend the hearing of their appeal should they wish to appeal the Malpractice Panel's decision.

2.11 If a student decides to continue their programme of study while a malpractice case is being considered, they do so at their own risk, pending the outcome of their malpractice case.

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Section C – the role of the Academic Integrity Panel

3.1 The Academic Integrity Panel will consider all cases of suspected malpractice on an individual basis. Membership of the Academic Integrity Panel will include at least one member who isn't a member of the programmes team. The Academic Integrity Panel reserves the right to request further information relating to a case.

3.2 The Academic Integrity Panel has a maximum of 40 working days from the initial reporting of a suspected malpractice to determine the outcome of the case. However, if a delay is expected, the parties concerned will be informed as early as possible. The Panel will determine the outcome based upon all the evidence available to them at the time, including any personal written response that's been received.

3.3 Once the Academic Integrity Panel has determined the outcome, it will usually inform the individual(s) concerned on the same day as results are released.

3.4 If the case relates to a coursework assignment and potential plagiarism, the individual(s) concerned will be informed of the outcome either on, or before, the date the assessment results are published. However, depending on the level of plagiarism, this may be delayed.

3.5 All documents related to the decision-making process of the Academic Integrity Panel will be kept securely in line with GDPR.

Section D – possible malpractice sanctions

4.1 If a case of malpractice is agreed, the Academic Integrity Panel is empowered to impose one or more sanctions upon the individual(s) concerned. The Academic Integrity Panel will make sure that any sanctions imposed reflect the seriousness of the malpractice that's occurred, and that all similar cases are treated in an equitable, fair, and unbiased manner. When considering the seriousness of a case of malpractice, any previous cases may be taken into consideration.

4.2 The sanction(s) implemented by the Academic Integrity Panel may be informed by any previous advice it's given to the student on malpractice.

4.3 Listed below are examples of sanctions, one or more of which may be applied to a student. This list isn't exhaustive and other sanctions may be applied on a case-by-case basis, as recommended by the Academic Integrity Panel.

4.4 Possible sanctions that may be applied to students include, but aren't limited to

i. awarding the mark given by the examiner and a warning given to the student

ii. awarding a minimum pass mark for the assessment component in which malpractice has been deemed to have occurred

iii. awarding a mark of zero in the assessment component in which malpractice has been deemed to have occurred

iv. notification to other departments within LIBF for additional sanctions, which may be considered through the Student Disciplinary policy. These additional sanctions may involve

   a. loss of marks for the entire relevant unit and all other units sat previously. This may result in the student having to resit an entire qualification, if the regulations allow, or a certificate being revoked for either a unit or qualification

   b. the student not being allowed to resit or resubmit the relevant assessment(s) for that unit or qualification for a stated period of time

c. the student not being allowed to sit, resit or resubmit any other assessment relating to that unit or qualification for a stated period of time

d. The student may be disqualified from registering for future units or qualifications with us, either for a stated period of time or indefinitely

e. notification to an employer, regulator or the police.

v. any other sanction deemed applicable and applied by a third party or centre where a student breaches the conduct of the venue or centre.

Section E - quality assurance, monitoring, and review

5.1 Records of all malpractice cases and their outcomes (with the exception of examination scripts or submitted assessments) are maintained by us for at least five years.

5.2 The policy is subject to regular monitoring and review by us in order to maintain the highest possible standards of consistency and quality.

5.3 The policy is formally approved by our Academic Integrity Panel.

5.4 The policy has been developed to comply with all relevant legislation, the General Conditions of Recognition, and other relevant guidance.

5.5 We're subject to regulation by the qualifications regulatory authorities, Ofqual, Qualifications Wales, and CCEA.