

Reference Number: UHB 085 Version Number: 3	Date of Next: 4 Dec 2027 Previous Trust/LHB Previous Reference Number: N/A
Academic Malpractice in the Delivery of Agored Cymru Accredited Learning Procedure	
<p>Introduction and Aim</p> <p>Cardiff and Vale UHB Education, Culture and Organisational Development (ECOD) department provides an Accredited Learning Centre and develops and delivers accredited learning, working in conjunction with the national Awarding Body Agored Cymru. It is the responsibility of the UHB to be vigilant about assessment malpractice and to be open and prompt in reporting possible instances of malpractice to the Awarding Body. The UHB is expected to work with the Awarding Body to put in place an appropriate investigation process, which will be led by the UHB, with Awarding Body involvement being dependant on the nature and severity of the reported malpractice.</p> <p>Additionally, the UHB is required to ensure fair assessment processes are encompassed in the delivery and assessment of accredited learning delivered through Quality Assured Lifelong Learning (QALL) units and qualifications which sit within the Credit and Qualifications Framework for Wales.</p> <p>As a centre delivering accredited learning, the UHB is required to have a malpractice and fair assessment procedure. This is to ensure that appropriate measures are taken to identify malpractice, investigate, and subsequently take action as appropriate. Malpractice and unfair assessment are detrimental to the UHB's reputation as an accredited learning centre and opposes the UHB values.</p>	
<p>Objectives</p> <ul style="list-style-type: none"> • To maintain academic standards in the organisation. • To ensure that all staff involved in the administration, delivery and assessment of accredited learning understand their personal responsibilities to prevent malpractice. • To ensure all staff completing an accredited learning unit or qualification are assessed fairly and offered adjustments in line with the awarding body's procedures. 	
<p>Scope</p> <p>The following procedure covers all UHB employees, learners, assessors, administrators and internal quality assurers who are involved with undertaking, developing, delivering, assessing, and certificating programmes of work based accredited learning with the accrediting body Agored Cymru.</p>	
Equality Impact Assessment	An Equality Impact Assessment both positive and no impact.
Health Impact Assessment	A Health Impact Assessment (HIA) has not been completed as it is not applicable.
Documents to read alongside this Procedure	

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	<p><u>Capability Policy and Procedure</u></p> <p><u>Disciplinary Policy</u></p> <p><u>Procedure for NHS Staff to Raise Concerns</u></p> <p><u>Respect and Resolution Policy</u></p> <p><u>Respect and Resolution Policy FINAL April 2021.pdf (sharepoint.com)</u></p> <p><u>Procedure for Staff to Raise Concerns</u> https://cavuhb.nhs.wales/files/policies-procedures-and-guidelines/workforce-and-od-policies/r-workforce-and-od/043-raising-concerns-procedure-nov-21-docx/</p> <p>Recognition of Prior Learning Policy.</p> <p>Agored Cymru Complaints Policy <u>Complaints Policy and Procedure</u></p> <p>Agored Cymru Malpractice and Maladministration Policy <u>Malpractice and Maladministration Policy</u></p> <p>Agored Cymru Reasonable Adjustments to Assessment Policy <u>Reasonable Adjustments to Assessment Policy</u></p> <p>Agored Cymru Plagiarism Policy <u>Plagiarism Policy and Procedure</u></p> <p>Agored Cymru Retention of Assessment Material Policy <u>Retention of Assessment and IQA Materials Policy and Procedure</u></p> <p>Agored Cymru Special Considerations for Assessment Policy and Procedure <u>Special Considerations for Assessment Policy & Procedure (v.6).pdf</u></p> <p>Agored Cymru Sanctions Policy <u>Sanctions Policy</u></p> <p>Agored Cymru Whistle blowing Policy <u>Whistleblowing Policy and Procedure - v6.pdf</u></p> <p>Agored Cymru Recognition of Prior Learning and Credit Transfer Policy and Procedure <u>Recognition of Prior Learning and Credit Transfer Policy and Procedure (v1.0) (4).pdf</u></p> <p>Agored Cymru Centre Assessment Standards (CASS) Policy</p>
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	<p>Centre Assessment Standards Scrutiny (CASS) Policy (v.4).pdf</p> <p>Agored Cymru Centre Artificial Intelligence Guidance</p> <p>Agored Cymru Artificial Intelligence Guidance for Centres</p>
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Accountable Executive or Clinical Board Director	Executive Director of People and Culture
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Disclaimer If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the Governance Directorate.	

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	13 th September	2011	New policy
2	09 th November	2016	Replaces previous Academic Malpractice in The Delivery of Credit Based Education Policy in line with current UHB format. It includes new sections: responsibilities and ensuring fair assessment through adjustments and special circumstances.
3	4 th December 2024	04.02.2025	Title Changed and scope amended throughout procedure to reflect that this applies to Agored Cymru accreditation only

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1	DEFINITIONS
1.1	<p>Malpractice is non-compliance with the awarding body regulations pertaining to assessment procedures and maladministration which may adversely affect the integrity of a qualification, award of credit and UHB's centre recognition.</p> <p>Examples of malpractice covered by this procedure include (but are not limited to):</p> <ul style="list-style-type: none"> • Assisting learners in the production of work for assessment to an extent that the work completed unduly influences the outcome i.e. plagiarism. • Producing false evidence or written work that is not the work of the learners to meet the assessment requirements, including the use of Artificial Intelligence (AI) • Allowing evidence, which the member of staff knows does not belong to the learners, to be submitted for assessment. • Permitting impersonation, i.e. a candidate's identity is not confirmed and a different person undertakes a test or exam on their behalf • Misusing the conditions for special requirements. • Maladministration leading to fraudulent certificate claims. • Failing to retain learners' work or evidence for the required period of time specified by the awarding body. • Failure to provide a fair assessment.
1.2	<p>A fair assessment gives learners equitable opportunities to demonstrate knowledge and competence.</p> <p>All assessments must meet the following principles, regardless of the method of assessment used to evidence learners' knowledge. For this to occur assessments must be: valid, authentic, reliable, and standardised to minimise bias. This can be achieved by following the awarding body's assessment guidelines.</p>

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1.3	An awarding body is an organisation that designs, develops and awards the recognition of learning outcomes following a robust assessment and quality assurance process.
2	Responsibilities and Implementation
2.1	<p>It is the responsibility of all employees delivering, assessing, administering, quality assuring, or undertaking accredited learning to be aware of malpractice and fair assessment prior to commencing involvement with an awarding body.</p> <p>The UHB has the responsibility to train staff in conducting fair and robust assessment. This can be achieved through internal and external training and through recognising prior assessment qualifications. The assessor must meet the awarding body's requirements, which are specific to each accredited learning unit and qualification. An assessor can be a UHB employee who meets the awarding body's assessment criteria with an appropriate assessment qualification or training.</p> <p>Additionally, the UHB has the responsibility to provide quality assurance to the awarding bodies through robust internal quality assurance checks to ensure no academic malpractice has occurred. This is achieved through the identification and training of appropriate staff to act as internal quality assurers, who assess the assessment process, increasing rigour and ensuring standardisation within the UHB. This supports the external quality assurance requirements from awarding bodies.</p> <p>Each clinical board delivering accredited learning should have a qualified internal assessor (IQA) (previously known as approved internal verifier) to approve learner certification and to complete quality assurance and standardisation. Each IQA within the UHB should have an appropriate qualification in accordance with the awarding body's requirements. If an area delivering accredited learning does not have an IQA they should identify an IQA prior to course commencement and aim to identify an employee to complete the IAQ qualification. The IQA must have knowledge in the subject matter within the</p>

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2.2	<p>accredited learning in which they are approving certificates. This means that for every full qualification being taught there should be at least one IQA identified.</p> <p>The UHB is responsible for appointing a centre manager/lead in the Education, Culture and Organisational Development Department (ECOD) who is linked to the awarding body for quality assurance. This appointee is required to organise and deliver internal bi-annual standardisation events to share good practice and ensure the awarding bodies' quality assurance requirements are being met. The UHB lead will assist in identifying training needs for assessors, and IQAs. The awarding body lead in the UHB will overlook the quality assurance process for all IQAs.</p> <p>Responsibilities for specific UHB staff members are:</p> <p>Director of People and Culture and Assistant Director of OD Wellbeing and Culture</p> <ul style="list-style-type: none"> • Will ensure the contents of the Procedure are applied fairly and consistently within the UHB. <p>Head of Educational, Culture and Organisational Development (ECOD) Department and Senior ECOD Manager for Nursing and Midwifery Education:</p> <ul style="list-style-type: none"> • Will ensure that there is a staff member in ECOD who is appointed as the UHB awarding body lead as part of their role. • Will ensure that the UHB awarding body lead has access to the required training and resources necessary for them to deliver in their role. • Will support the UHB awarding body centre lead. • Will ensure cover as the UHB awarding body lead, if the UHB awarding body centre lead is unavailable. • Will provide a centre contact for the awarding body. • If the UHB is required to complete an internal malpractice investigation and the UHB awarding body lead is unavailable the Head of ECOD/Senior ECOD Manager will delegate the task to an appropriate staff member and liaise with the awarding body. • Will support the awarding body centre lead to act as an awarding body finance contact and manage the procurement of educational credits. • Will report any concerns regarding malpractice to People Services and relevant UHB line managers. • Will assist in any malpractice investigation where the disciplinary policy may need to be utilised and seek advice from People Services. <p>UHB Awarding Body Lead in ECOD:</p> <ul style="list-style-type: none"> • Will participate fully in the awarding body's standardisation events. Will co-ordinate and participate in bi-annual internal standardisation events. • Will be a centre contact for the awarding body. • Will support staff completing IQA training.
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- Will support assessors and internal quality assurers and organise training.
- Will collate evidence for the awarding body's external annual review and will subsequently act on the awarding body's centre action plans.
- Will act as an investigating officer in a malpractice investigation.
- Will report malpractice to the Head of ECOD and the Senior ECOD Manager.
- Will keep a record of any malpractice issues for 3 years.
- Can apply for special considerations with an awarding body.

Investigating Officer

- Will complete the investigation thoroughly and efficiently to the agreed format and timescale.
- Will analyse the evidence and access any required additional evidence.
- Will reach a robust conclusion with a clear audit trail.
- Will provide a report on the investigation with recommendations for further action or sanctions if required by the awarding body in line with their specific policies.
- Will report back to the Head of ECOD and Senior ECOD manager during the investigation, who will report to the awarding body

Internal Quality Assurers

- Will provide the UHB awarding body centre lead with a copy of their IQA qualification in line with the awarding body's requirements.
- Will complete standardisation events for the course in which they deliver/IQA.
- Will keep an audit trail for internal and external reviews in line with the awarding bodies processes.
- Will ensure that all educational material produced for use meets the awarding body's assessment criteria.
- Will keep up to date records of staff members completing assessment and internal verification and share these records with the UHB awarding body centre lead.
- Will report any issues of malpractice and maladministration to the UHB awarding body lead.
- Will report the need to utilise any reasonable adjustments or special considerations to the UHB awarding body lead.
- Will only award learners with qualifications once they have achieved all the awarding body's learning outcomes and have successfully passed the assessment and internal quality assurance process.
- Must have attended an introduction to internal quality assurance training session.
- Must report any concerns of malpractice or maladministration to the Lead IQA.

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	<ul style="list-style-type: none"> • Must be vigilant when completing internal quality assurance to ensure that the plagiarism and authenticity statement for each learner is sufficient and signed. • Must keep an audit trail of assessors and learners in line with the awarding body's processes. • Must provide evidence for malpractice investigations. • Can approve reasonable adjustments if the awarding body's corresponding policy permits this. <p>Assessors</p> <ul style="list-style-type: none"> • Must have attended appropriate training (for example; introduction to assessment, P.G. Certificate in Education, or mentorship if registered with a professional body. • For those, acting as an assessor without a professional registration they must have completed or be working towards an approved assessor qualification. They must meet the awarding body's assessment criteria. • Must report any concerns regarding malpractice and maladministration to the internal quality assurer. • Must report the need to action special considerations with the UHB awarding body centre lead. • Must report the need to make reasonable adjustments to the internal quality assurer <p>Individuals</p> <ul style="list-style-type: none"> • Must ensure that any work submitted is their own. • Must sign a plagiarism and authenticity statement. • Must discuss any reasonable adjustments with assessor prior to being enrolled on the accredited learning unit or qualification. • Must report the need for special considerations at the earliest opportunity in line with the awarding body's policies. <p>Awarding Bodies</p> <ul style="list-style-type: none"> • Will complete annual external equality reviews and compile centre action plans when required. • Will support and advice the UHB in investigating malpractice. • Will provide up to date accessible policies and procedures and guidelines.
3	INVESTIGATION ALLEGED MALPRACTICE
3.1	As soon as an instance of alleged malpractice has been reported to the UHB's awarding body centre lead in the ECOD department, they will inform the appropriate member of the awarding body staff and agreement will be reached on:

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	<ul style="list-style-type: none"> • The selection of the investigating officer, either from the awarding body or the UHB. • The key evidence to be gathered. • The staff or learners to be involved in the investigation. • How confidentiality will be secured. • Approximate timescales in line with the awarding body requirements. • Any sanctions to be applied during the investigation process in line with the awarding body policy. The UHB will only impose sanctions if the malpractice attempt is proven (e.g. suspend a staff member from acting as an assessor/internal quality assurer or withdrawing a learning from a qualification if malpractice is found). <p>The investigation will take account of other related policies to avoid jeopardising any further action by the UHB or the Awarding Body (e.g. disciplinary, Raising Concerns procedure, Respect and Resolution etc). The evidence gathered during the malpractice investigation can therefore contribute to the fact finding/ initial assessment during a UHB disciplinary investigation. The investigation details will be confirmed confidentially in writing from the UHB and from the awarding body, if the allocated investigating officer works for the awarding body.</p> <p>The format of the investigation must follow the awarding body's policies.</p>
<p>3.2</p>	<p>Every effort will be made by the UHB to complete the investigation within 30 working days if it has been decided that the investigating officer will be from the UHB. The individual will receive a copy of the report up to 5 working days after the investigation has been completed.</p>
<p>3.3</p>	<p>At the conclusion of the investigation, if malpractice is proven, the awarding body will consider the impact of the malpractice on integrity of its award of units or qualifications and how any risks to that can be minimised.</p> <p>The UHB awarding body centre lead may suspend the assessment and internal quality assurance role of any member of staff involved in a suspected case of malpractice until the investigation is completed.</p> <p>The awarding body will confirm to the UHB within 5 working days in writing any sanctions applied to the UHB.</p> <p>Examples of the types of sanctions that might be applied:</p>

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	<ul style="list-style-type: none"> • Where the integrity of its units or qualifications has been jeopardised, the awarding body may withdraw or suspend the UHB centre status. • The awarding body may withdraw the approval for certain units or qualifications. In continued examples of malpractice, conditions may be applied to registration and / or certification to verify that the UHB has addressed the proven malpractice. • Where the UHB has provided evidence that the malpractice has been effectively addressed or isolated, registration and certification may be restored with additional checks e.g. additional external quality assurance visits and centre staff training. Where malpractice has been proven but is limited to a learner, the learner may be disqualified, certificates may not be issued or evidence may be disallowed. • Where the malpractice has been proven, the UHB will pursue the appropriate action, which can include the suspension of assessor/ internal quality assurer roles, withholding certification and suspending the delivery of specific accredited learning units and qualifications. • Once the investigations have been completed the awarding body will agree with the Qualifications Regulator on appropriate action if there is evidence that results or certificates may be invalid. • If the malpractice investigation discovers fraud and/or severe neglect to the UHB procedure and awarding body's policies, leading to sanctions being made and negatively affecting the reputation of the UHB as an awarding centre, then the investigating officer should refer to the disciplinary policy as appropriate.
4	ENSURING FAIR ASSESSMENT
4.1	<p>The UHB is committed to ensuring fair assessment and achievement of accredited learning. In certain circumstances reasonable adjustments can be made to ensure fair assessment is implemented by ensuring that learners with disabilities/difficulties are not disadvantaged by assessment methods. Eligibility for reasonable adjustments is considered when their disability/difficulty places the learner at a substantial disadvantage in comparison with other learners. Learners must provide the assessor and internal quality assurer with evidence which meets the awarding bodies reasonable adjustment criteria.</p> <p>Examples of reasonable adjustments include:</p> <ul style="list-style-type: none"> • Altering standard assessment arrangements, for example, permitting learners additional time.

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	<ul style="list-style-type: none"> • Adapting assessment materials such as providing materials in Braille or provision of equipment to support individuals with dyslexia/dyscalculia. • Providing support during assessment, such as a reader. • Reorganising the assessment room layout/environment. • Selecting an alternative method of assessment, such as a witness statement or observation. • Providing a hard copy and/or electronic copy of workbooks. <p>A learner is not eligible for reasonable adjustments if:</p> <ul style="list-style-type: none"> • No evidence is supplied by the centre that meets the awarding bodies' reasonable adjustment criteria. i.e. evidence of a specific disability. • A learner's disability/difficulty cannot be overcome through adjustments. <p>The above reasonable adjustments can be made by the UHB if the assessment criteria can still be met and if the adjustment is approved by the awarding body. Any reasonable adjustment needs to be recorded by the assessor and approved by the internal quality assurer, using the awarding body's documentation provided by the awarding body. A reasonable adjustment record needs to be accessible for external quality assurance reviews and kept for 3 years.</p> <p>The UHB cannot apply for reasonable adjustment when the awarding body has prescribed a specific assessment method i.e. that the assessment must be in written form. In this case the UHB will submit a written application to the awarding body in a timely manner for the consideration of a reasonable adjustment.</p> <p>The learner has the right to refuse the offer of reasonable adjustments made by the UHB. The internal quality assurer or assessor must inform the learner of the approval of a reasonable adjustment request at the earlier opportunity.</p> <p>All reasonable adjustments need to be reported to the UHB awarding body centre lead and the awarding body quality manager on the same day that the reasonable adjustment has been approved by the internal quality assurer</p> <p>All learners should be made aware of the awarding body's fair assessment policy prior to commencing the QALL unit or qualification to ensure adjustments can be made if required.</p>
4.2	<p>Each awarding body has their own policy relating to special considerations. Special considerations relate to learners whose achievement of the accredited learning being undertaken is compromised due to the following:</p> <ul style="list-style-type: none"> • Illness • Injury • Maternity leave

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	<ul style="list-style-type: none"> • Paternity leave • Parental leave • Recent traumatic event including bereavement <p>These examples are not exhaustive and other examples of special consideration will be investigated on an individual basis.</p> <p>In these cases, the assessor will notify the UHB's awarding body centre lead, who will apply for special considerations by completing the appropriate awarding body application form. This application requires approval from the awarding body's quality manager.</p> <p>Special considerations will not be reviewed in the following circumstances:</p> <ul style="list-style-type: none"> • If there is no evidence to support the special consideration. • If any part of the assessment is missed due to personal arrangements made by the learner, such as holidays and unauthorised absences. <p>The awarding body will inform the UHB in writing within the time frame specified in their policy of the outcome of the special consideration. The UHB awarding body centre lead will inform the learner and assessor at the earliest opportunity.</p>
5	APPEALS
	<p>Each awarding body has a procedure for a centre to appeal against sanctions or conditions arising from malpractice. This has to be submitted to the awarding body by the UHB's awarding body centre lead. The awarding body will respond to the appeal within 15 working days.</p> <p>If the investigating officer is from the UHB, all UHB staff are entitled to appeal against the investigation conclusion by writing to the UHB's awarding body centre lead. The appeal letter must contain detail on what grounds they are appealing. The UHB's awarding body centre lead will respond to the appeal within 15 working days.</p> <p>The UHB awarding body centre lead will seek advice from the awarding body during this process and will keep a robust audit trail following the awarding body's specific policies. Documentation in relation to appeals must be kept for 3 years.</p>