

# Examples of Malpractice

### **Examples of Malpractice by Trainees**

- Plagiarism of any nature, for example
  - o Taking extracts from another person's work, published or unpublished without using quotation marks and / or acknowledging the source
  - o Using ideas of another person without acknowledgment
  - o Copying or using the work of another trainee without their permission
  - o Purchasing essays or downloading them
    - Working collaboratively with other trainees to produce work that is submitted as individual trainee work
    - Copying (including the use of ICT to aid copying)
    - Deliberate destruction of another work
    - Fabrication of results or evidence
    - False declaration of authenticity in relation to the contents of a portfolio or course work
    - Impersonation by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an assessment/examination/test.

### **Examples of malpractice by employees/trainers/assessors**

- Inventing or changing marks for internally assessed work (coursework or practical observations) where there is insufficient evidence of the candidate's achievement to justify the marks given or assessment decisions made
- Failure to keep candidates' evidence secure
- Fraudulent claims for certificates
- Assisting trainees in the production of work for assessments, where the support has the potential to influence the outcomes of assessment
- Producing falsified witness statements, for example for evidence the trainee has generated
- Allowing evidence, which is known by the staff member not to be the trainee's own, to contribute to assessment decisions for a trainee