



## **AFETC Policy for Assessment Malpractice.**

Kildare and Wicklow Education and Training Board and Arklow FETC are committed to ensuring that assessment is fair and that all learners have equal opportunities to demonstrate their competence by participating in Assessment that is valid. Incidents of assessment malpractice therefore will be taken seriously because they have an impact on the validity of assessment.

### **General Guidance on assessment malpractice.**

#### ***Examples of Assessment Malpractice include:***

- Learner plagiarism i.e. passing off someone else's work as the learner's own with or without getting their permission. This may involve direct plagiarism of another learner's work or getting another person to complete the assessment activity
- Impersonation of another learner
- Fabrication of evidence
- Alteration of results
- Wrongly obtaining secure assessment materials – e.g. examination papers
- Behaving in any way which undermines the integrity of the assessment process.

All allegations of assessment malpractice will be investigated. Kildare and Wicklow Education and Training Board's procedure in dealing with assessment malpractice is outlined below. The process of investigation will be completed within **seven working days** of the allegation.

All elements of the process should be recorded in writing. The outcome of an assessment malpractice investigation will be included with the Internal Verification Report and the External Authentication Report.

### **Procedure to be used in cases of Assessment Malpractice**

1. Learners will be informed about assessment malpractice and the consequences of assessment malpractice at induction. Details on how to avoid plagiarism is accessible on [www.arklowfetc.ie](http://www.arklowfetc.ie) and in the learner journal.
2. Assessors in Arklow FETC use computer software; "Urkund" to check the reliability of assessment evidence submitted. <https://www.orkund.com/about-orkund/>
3. Assessment malpractice is classified as major or minor (appendix. 1). Plagiarism identified in a draft submission will be raised in feedback with the Tutor. Learners will have the opportunity to correct issues before the final submission. Support will be made available to the learner to clarify the issues raised.

Major incidences of assessment malpractice identified in draft submissions will be referred directly to the Co-ordinator.

4. Suspected cases of Assessment Malpractice in a final submission will be reported to the Centre Coordinator. The learner will be notified, and a meeting scheduled with the Co-ordinator, Tutor and Learner present.



5. The relevant evidence will be presented. The Learner's response to the alleged offence is recorded. A decision on how to proceed is made based on the evidence presented to the Co-ordinator.

6. If malpractice is proven; Minor; the learner will be given 24 hours to resubmit assessment material with the relevant corrections made or a mark of "0" will be applied to the assessment of that piece of Learners work.

If Major malpractice is proven; a decision on how to proceed will be communicated to the Learner and actioned by the Co-ordinator. If malpractice is not proven, assessment will proceed in the normal way.

7. The report of the incident and its outcome will be maintained by the Co-ordinator for QA purposes.

8. The report of the incident and its outcome will be attached to IV Report and EA Report.

9. Learners will be given an opportunity to make an appeal to the Adult Education Officer (AEO) in the event that they are unhappy with the process that has been followed.

\*Note: An External Authenticator can request a meeting with a learner and/or a teacher in order to confirm the reliability and validity of evidence presented for assessment.

\*Note: In the case of a repeat offence; resubmission will not be facilitated and a mark of "0" will be applied to the assessment of that piece of Learners work.

#### Appendix 1.

Suspected Malpractice will be classified as either a major or minor offence:

- A. Plagiarism; Copying multiple paragraphs without acknowledgment of source or copying all or much of the work of another Learner constitutes a major offence.
- B. Where there are valid grounds for concern that another person has written a piece of work which has been submitted under a Learner's name constitutes a major offence.
- C. A small amount of the work submitted which is considered to be copied from another source or not properly referenced constitutes a minor offence.
- D. Impersonation of another learner constitutes a major offence.
- E. Fabrication of evidence constitutes a major offence.
- F. Alteration of results constitutes a major offence.
- G. Wrongly obtaining secure assessment materials – e.g. examination papers constitutes a major offence.