

Malpractice & Maladministration Policy

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This policy relates to LMP Education, Inspire ATA Ltd and LMP Action C.I.C, known as "LMP Group" or "the company". The policy applies to all three companies and is the standard by which we adhere to.

'Malpractice', **which includes maladministration**, means any act, default or practice which is a breach of the Regulations or which:

- Compromises, attempts to compromise, or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- Damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

Failure by a member of staff to report or by LMP Group to investigate allegations of suspected malpractice in accordance with the requirements in this document also constitutes malpractice.

Instances of Malpractice Arise for a Variety of Reasons:

- Some incidents are intentional and aim to give an unfair advantage in an examination or assessment.
- Some incidents arise due to ignorance of the regulations, carelessness, or forgetfulness in applying the regulations.
- Some occur as a direct result of the force of circumstances which are beyond the control of those involved (e.g., a fire alarm sounds, and the exam is disrupted).

The Individuals Involved in Malpractice are also Varied.

They may be:

- Learners.
- Tutors, trainers, assessors, or others responsible for the conduct, the administration or the quality assurance of examinations and assessments.
- Assessment personnel such as examiners, assessors, moderators or internal and external verifiers; other third parties, e.g., parents/carers/guardians, siblings, friends of the candidate.

Irrespective of the underlying cause or the people involved, all allegations of malpractice in relation to examinations and assessment need to be investigated in order to protect the integrity of the qualification and to be fair to the centre and all candidates.

The procedures we work towards for investigating and determining allegations of malpractice which in their fairness, thoroughness, impartiality, and objectivity meet or exceed the requirements of current law in relation to such matters.

The Quality Manager Must:

- Notify the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice. The only exception to this is malpractice discovered in controlled assessments or course work before the authentication forms have been signed by the candidate (see section 4.3, Form JCQ/M1 published within the accompanying booklet may be used to report incidents).
- Supervise personally all investigations resulting from an allegation of malpractice.

- Ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation.
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved.
- Co-operate and ensure their staff co-operate fully with an enquiry into an allegation of malpractice, whether the centre is directly involved in the case or not.
- Inform staff members and candidates of their individual responsibilities and rights as set out in these guidelines.

pass on to the individuals concerned any warnings or notifications of penalties and ensure compliance with any requests made by the awarding body as a result of a malpractice case.

Procedures for Dealing with Allegations of Malpractice:

Please note that all procedures are listed in the accompanying booklet called "Suspected Malpractice in Examinations and Assessments - JQC Policies and Procedures". It is LMP Group policy to follow these procedures and adhere to these policies.

- The handling of malpractice complaints and allegations involves the following phases.
- The allegation
- The awarding body's response
- The investigation
- The report
- The decision
- The appeal

See LMP Group AI Usage Policy with reference to guidance across group.

Any cases of suspected malpractice will be reported immediately to the relevant awarding body.

Any individual may report suspected malpractice directly to the awarding body (e.g. NCFE) using the awarding body's Whistleblowing Policy.

Malpractice and Academic Integrity

At LMP Group we are committed to maintaining the highest standards of academic integrity. All learners are expected to complete their work honestly and with the utmost respect for intellectual property. To ensure a fair and equitable learning environment, the following guidelines outline the expectations and consequences regarding malpractice.

1. Plagiarism:

Plagiarism is defined as the act of using someone else's work, ideas, or words without proper attribution, whether intentionally or unintentionally. This includes, but is not limited to:

- Copying and pasting content from external sources without citation or referencing.
- Paraphrasing someone else's work without proper acknowledgment.
- Submitting someone else's work, including essays, reports, or projects, as one's own.

2. Use of Artificial Intelligence (AI) Tools:

Learners are prohibited from using AI-generated content (including but not limited to writing, coding, and artwork) as a substitute for their own original work. This includes:

- Using AI tools to complete assignments, assessments, or projects.
- Submitting AI-generated content without appropriate attribution or consent from instructors.
- Using AI in a way that misrepresents the learner's personal knowledge or skills.

Consequences of Malpractice: Any learner found engaging in plagiarism or improper use of AI tools will face serious consequences, including but not limited to:

- A formal warning.
- Suspension or expulsion from the program, depending on the severity of the offense.
- Any additional penalties as determined by the institution.
- Reporting to the appropriate awarding body.

LMP Group reserve the right to use plagiarism and AI checkers to monitor and check the originality of learner work and identify any AI-generated content.

This includes a plagiarism detection tool (Winston AI) to scan documents and text for similarities with online sources, published articles and databases. This then produces a percentage of overlap or similarity between the learner's work and other online or academic content. LMP Group use a percentage indicator of more than 20% of the work identified as being plagiarism, with appropriate sources being confirmed, without citation or referencing.

Our preferred AI content detection tool (Winston AI) identifies whether text has been written by an AI model such as ChatGPT, Co-Pilot or Google Gemini. This tool analyses writing patterns, sentence structure, and vocabulary to differentiate human-written and AI-generated content.

Strategies for Effective Use:

- LMP Group informs learners about the tools and techniques used to detect plagiarism and AI-generated content at the induction stage to their course. This can serve as a deterrent and promote academic integrity.
- LMP Group use software in combination: Relying on both plagiarism checkers and AI detection tools provides a more thorough assessment of learner work.
- Reviewing suspicious content: If tools flag content as AI-generated, we examine the work ourselves and also have conversations with learners on why we have suspicions of potential AI use. AI tools sometimes produce false positives, and it's crucial to assess the context and quality of the work rather than take the AI tool results as 100% accurate.