

GWG: MALPRACTICE & PLAGIARISM POLICY



GREEN WORLD GROUP

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1.0 Introduction

Green World Group/Awarding body is committed to safeguarding the integrity of its qualifications and meeting its statutory obligations.

Awarding body will provide information to the Accreditation Body, their staff and learners regarding its regulations for the conduct of examinations and assessments.

When there is evidence to suggest that there has been a failure to comply with Awarding body requirements for the conduct of an examination and/or an assessment, it will be investigated.

If, on the balance of probabilities, it is concluded by the Awarding body that malpractice or maladministration has occurred, sanctions will be applied in a consistent and proportionate manner

Access arrangements.

2.0 Malpractice

2.1 Malpractice means 'any act, neglect, default or other practice that is a breach of Awarding body's regulations and/or that:

- 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 in HSE qualifications or the wider qualifications community'.

2.2 Malpractice may also include a range of issues including the failure to maintain appropriate records or systems, deliberate falsification of records in order to claim certification and neglect of professional duty/unethical conduct.

2.3 Cases of deliberate deception, trickery or cheating intended to gain advantage, including financial advantage may also be reportable as fraud. This can include cases where learner resources are not as stated, of learners paying fees and not receiving certificates, or erratic internal assessment practice. Where there is evidence of deliberate fraud this will be reported to the police and regulatory authorities.

2.4 Malpractice includes maladministration and instances of non-compliance with any Awarding body's policy or procedure and includes activity such as failure to adhere to the rules specific to the conduct of controlled assessments, coursework, examinations and non-examination assessments, or failures of compliance with Awarding Body's rules for the conduct of examinations/assessments and/or the handling of examination question papers, learner scripts, mark sheets, cumulative assessment records, results and certificate claim forms.

The following are (non-exhaustive) types of malpractice:

- breach of security;
- deception;
- Improper assistance to learners;
- failure to cooperate with an investigation;

- maladministration.
- learner malpractice.

3.0 Maladministration

Maladministration means 'any actions, neglect, default or other practice that compromises the accreditation or quality assurance process, including the integrity of accredited qualifications, the validity of certificates or the reputation and credibility of Awarding body.

4.0 Learner malpractice

4.1 Learner malpractice means malpractice by a learner in the course of any examination or assessment, including the preparation and authentication of any controlled assessments, the presentation of any practical work and the writing of any question paper response.

4.2 Awarding body/Green World Group mandates that all work submitted for qualification assessments must be the learner's own. The use of AI to generate answers will be considered malpractice, and investigated under this Policy, because research, analysis, calculations and answers generated by AI are not wholly the learner's own work.

4.3 Learner have to ensure that they are aware of Awarding body's regulations and requirements for examinations and assessments;

4.4 Green World Group will report all suspicious or actual incidents of malpractice to Awarding body based on policy and procedure norms. Green World will comply at all times with Awarding body's instructions regarding any investigation.

4.5 We will ensure to maintain confidentiality in relation to any investigation of malpractice. This includes the details of learners and the nature of incident.

4.6 Any kind of information requested by Awarding Body based on the malpractice of learner will be provided by Green World Group, at all times comply with data protection law.

5.0 Communications

Investigations are usually confidential between Awarding Body and the Green World Group and the learner, although information may be submitted to regulators, particularly where there is an identified risk to other Accreditation Body, learners of the affected assessment or qualification, or public confidence in standards which may be affected.

Awarding body's normally communicate with Accreditation Body and affected learner regarding the malpractice or maladministration.

6.0 The allegation

There are a number of ways to identify suspected malpractice and Awarding Body's has appropriate systems in place to identify malpractice including scheduled quality assurance activity, reporting by Examiners, anti-plagiarism software, and remote-proctoring.

Suspected malpractice may also be identified by Green World Group representative, a whistleblower, a learner, the regulators or other parties such as employers, members of the public, etc.

7.0 Whistleblowing

7.1 Whistleblowing is when an individual discloses information relating to malpractice/maladministration and/or the covering up of malpractice/maladministration.

7.2 If a case of suspected malpractice/maladministration is brought to Awarding body / Green World Group's attention by an informant, Green World Group/Awarding body may take steps to establish the veracity of the allegation including seeking permission to use the informant's name to communicate the details of the allegation.

7.3 If the informant refuses permission to use their name and the allegation still merits investigation, the Green World Group/ Awarding body will advise the informant that we may not be able to investigate their concerns as effectively.

7.4 We will endeavour to protect the identity of an informant if this is requested. However, we may need to disclose an informant's identity if we are required to do so, eg by law or by our Regulators. Those disclosing information should also recognise that they may be identifiable by others due to the nature of the circumstances of the disclosure.

7.5 Awarding body may withhold the issuing of results for the unit(s) under investigation until the conclusion of the investigation, or permanently, where the outcome of the investigation warrants it, which will be communicated clearly by the awarding body to learner and ACP.

8.0 The report

8.1 After gathering evidence relating to a complaint or allegation of malpractice or maladministration, the Awarding body may produce a written report of the case summarising the findings and incorporating any pertinent evidence.

8.2 In cases initiated by anti-plagiarism software individual reports will not normally be necessary, provided that a record is kept of the steps that have been taken during the investigation (which includes manual verification of any automated results and consideration of any responses received from the learner), and of the outcome.

9.0 Plagiarism

Plagiarism is the act of using someone else's work, ideas, or intellectual property without proper attribution or permission and presenting it as your own. It is considered a serious academic and ethical offense.

9.1 Definition of Plagiarism:

Clear definition of what constitutes plagiarism, including using someone else's words, ideas, images, or any other form of intellectual property without proper citation.

9.2 Consequences

Outline the consequences of plagiarism, which may include academic penalties such as failing a course, receiving a reduced grade, or even expulsion. In professional settings, plagiarism can result in disciplinary actions or legal consequences.

9.3 Detection Methods:

Awarding body may detect plagiarism, using plagiarism detection software, manual review by instructors, or other tools. Institutions often use tools like Turnitin, Grammarly, or other plagiarism detection systems.

Learners must be aware of malpractice and plagiarism policies through the Awarding body's policies and procedures.