

*National Professional Qualifications (NPQ) Final Assessment  
Academic Misconduct Policy and Procedures 2020-21*

## ACADEMIC MISCONDUCT POLICY

### 1. Introduction

The Humber Teaching School and Leading Learning Forward TSA, as DfE accredited NPQ providers, are committed to developing a culture of academic integrity and to conducting fair and equitable assessment for all course participants. Assessment integrity involves a commitment to the core values of honesty, trust, fairness, respect and responsibility in all leadership activities and endeavours.

Individuals sometimes fail to act with integrity in an attempt to gain an unfair advantage in an assessment. This is often termed **misconduct** and will be dealt with in accordance with the procedure set out below. As explained below, assessment misconduct includes unintentional acts, where course participants have not familiarised themselves with good academic practice.

### 2. Scope

The following policy and procedures apply to any course participants undertaking professional leadership development and learning with The Humber Teaching School and Leading Learning Forward TSA.

### 3. What constitutes academic misconduct?

Academic misconduct may take a number of forms. The following is not an exhaustive list but academic misconduct includes:

- **Plagiarism:** this happens where you incorporate the work of others (published or unpublished) in your own work without properly acknowledging it. You are effectively claiming ownership for work that is not your own. This includes word-for-word borrowing as well as copying with minor changes.
- **“Work”** is not limited to text, but also includes statistics, assembled facts or arguments, figures, photographs, pictures or diagrams. You must follow the correct referencing guidelines provided by your qualification programme.
- **Self-plagiarism:** for example using the same work that you submitted for a previous summative assessment.
- **Using a writing service:** buying or otherwise obtaining work online or elsewhere which you then submit for an assessment. Commissioning documentation and/or the writing of the final assessment form is fraud and the most severe penalty, termination of your qualification programme, may apply.
- **Fraudulent or fabricated assessment:** such as reports of work that is untrue and/or made up;
- **Fabrication of research or dishonest interpretation of data:** unethical research practice.

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- **Cheating in assessment conditions:** for example, through impersonation, taking in unauthorised materials or mobile phones, copying from other course participants or from notes.
- **Collusion:** submitting work produced jointly with another student (save where the terms of the assessment require collaboration)
- **Deception:** for example faking mitigating circumstances or forging a signature relating to a placement.

### 4. Responsibilities of Course Participants

It is the responsibility of course participants to develop good assessment practice by taking part in sessions provided by the NPQ course facilitators. Good academic practice means improving your note-making and writing skills, being motivated to undertake self-directed study, seeking advice if in doubt and acknowledging the sources you use by referencing correctly.

Course participants should inform Teaching Schools on application and during the induction process of any specific learning needs and requirements. All learning and assessment processes will be conducted in accordance with our equalities scheme.

You are encouraged to show the results of your reading by referring to and quoting from works on your chosen improvement priority, but you *must* make it clear which work is yours and which has come from elsewhere, through the use of appropriate referencing as well as in-text citations. You should take particular care not to copy a third party's summary or paraphrase an author's work.

### When you submit assessed work, you will be asked to confirm it is your own.

It is your responsibility to access the support provided by the accredited providers to help you to develop good leadership, study and assessment skills. Some examples of the support we provide include access to:

- Study support sessions which may be about developing your writing skills, correct referencing style for your application
- Online support through the NPQ resources on the LLF website.
- Course facilitators, who are familiar with the assessment process but are not assigned assessors, so that you can test your work and receive support for the development of your project.

### 5. Consequences

Being accused of academic misconduct is a serious offence and has the potential to result in a number of penalties depending on the stage you are at in the NPQ course programme and your assessment project.

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It can mean that you are required to re-submit the work; it may mean that you are given a mark of 0; in the most serious cases, your assessment may be terminated.

## **6. Monitoring and Review**

The Humber Teaching School and LLF TSA will keep and dispose of all correspondence relating to case of academic misconduct in accordance with their **data protection management policies**.

A report on academic misconduct cases and their outcomes will be produced annually and submitted to the Strategic Board of the relevant NPQ licence holder for consideration.

A summary report will be considered by the Strategic Board through the Annual Quality Assurance Report. This process will ensure appropriate monitoring of all academic misconduct cases and related outcomes.

## **7. Other Policies**

Where relevant, other policies and procedures may be used as well as or instead of this policy and procedure.

This procedure shall be implemented with due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations.

The procedure applies equally to all NPQ course participants irrespective of age, disability, gender reassignment, pregnancy or maternity, race, ethnic origin or national identity, religion or belief, sex or sexual orientation.

The Humber Teaching School and Leading Learning Forward TSA are committed to procedures that are fair and transparent, and decisions that are reasonable and have regard to law.

*Please see below for Academic Misconduct Procedures*

## **ACADEMIC MISCONDUCT PROCEDURES**

It is the responsibility of The Humber Teaching School and Leading Learning Forward TSA, as DfE accredited NPQ providers, to establish that academic misconduct is more likely than not to have taken place.

### **What happens if you are suspected of academic misconduct?**

#### **8. Investigation**

##### **a. Investigating Academic Misconduct in Formal Examinations**

If you are suspected of cheating in a formal assessment, the invigilator will make a note on your assessment script, and remove any suspect objects. You will be allowed to finish the assessment. At the end of the assessment, you will be told that an investigation will take place. The matter will be reported to your school and an investigation will take place. If the evidence indicates that you have committed academic misconduct, the case will be forwarded to the Chair of the Strategic Board as set out below.

*[NB: Formal Examinations **do not** form part of the current NPQ qualifications assessment model]*

##### **b. Investigating Academic Misconduct in Final Assessment Submissions**

If you are suspected of academic misconduct in an assessment other than a formal examination [*This is the current assessment model for the DfE accredited National Professional Qualifications (NPQ)*], this concern will be reported your school, which will decide whether a further investigation is warranted, and will record the decision and the reasons for it.

The person who is investigating the allegation will determine the best way of doing this. You may also be asked to provide your notes, drafts and any other records relating to your preparatory work for the assessment. Any failure to provide this material is likely to be taken into account when a decision is made about potential academic misconduct.

You may be required to attend an oral examination to allow you an opportunity to demonstrate that the work is indeed yours. The examination will focus on the content of the work. The school will seek the approval of a panel of the Strategic Board to hold this oral examination before doing so. At least two members of the Board will be present at the oral examination.

You may be accompanied by a colleague or friend to provide support, but not to speak on your behalf. Should your supporter behave inappropriately at any point during the oral examination or the following procedures, they will be asked to withdraw.

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## 9. Teaching School Enquiry

Once the investigation described above is complete, and normally within ten working days of the concern first arising, you will be given a copy of all the evidence. You will be invited to a meeting at one of the named Teaching Schools. At least two members of the relevant Teaching School Board will be present at this meeting. The enquiry will be observed by a Higher Education Institution (HEI) representative from the Strategic Board or a Human Resources (HR) officer.

You may be accompanied by a fellow course participant, member of staff or friend. This meeting is different to the oral examination described in 8b, as the purpose is to allow you the chance to comment on the evidence and respond to the allegation of academic misconduct made against you. At this meeting, the Teaching School, as a DfE accredited NPQ provider, will decide whether:

- (a) **There is insufficient evidence to justify a finding of academic misconduct.** If so, no further action will be taken under these procedures; **OR**
- (b) **The matter should be considered poor scholarship rather than academic misconduct.** No further action will take place under these procedures, although the poor scholarship will be taken into account through the normal marking process. The finding will be noted on your student record and may be taken into account in the context of any future allegations that you have committed academic misconduct; **OR**
- (c) **There is a case to be answered that academic misconduct has indeed taken place.** You will be informed of this decision, and all the evidence will be forwarded to the Conduct Panel, along with the Teaching Schools recommendation regarding the penalty.

Whichever decision is made, additional support and guidance may be provided to develop your skills. This may include, for example, a referral to a support facilitator or coach. If you fail to take up the support offered this will be considered negatively should any further allegation of academic misconduct be made against you.

## 10. Consideration by the Conduct Panel (and Appeals Panel)

The Strategic Boards of The Humber Teaching School and Leading Learning Forward TSA have delegated the power to make decisions in cases of alleged academic misconduct to the Conduct Panel and the Appeals Panel.

### a. Conduct Panel Hearing

Your case will be reviewed by a Conduct Panel, normally comprised of two Teaching School Board members. This panel will consider:

- (a) **Whether the evidence is sufficient** to justify the conclusion that you have committed academic misconduct

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- (b) **Whether the proposed penalty is appropriate** in the light of all the evidence and in accordance with the guidelines set out below.

You will not be present at this Panel meeting, and neither will anyone from your School. The Panel may dismiss the case on the basis that the evidence does not justify a finding of academic misconduct, or it may ask the Director of the Teaching School to investigate further and provide additional supporting evidence for its view that academic misconduct has taken place.

If it finds the evidence does justify a finding of academic misconduct, it may uphold the penalty recommended by the Director of the Teaching School or substitute another penalty. It may also decide that the matter would be more appropriately heard by a full hearing of the Appeals Panel.

You will be notified in writing of the outcome within five working days of the Panel hearing.

If you wish to dispute either the finding that you have committed academic misconduct or the appropriateness of the penalty, you may choose to have your case heard at a full hearing of the Teaching School's Appeals Panel. If you choose an Appeals Panel hearing, you must inform the Teaching School Administrator of the relevant Teaching School within 10 working days from the date on Conduct Panel's outcome letter.

### **b. Hearing of the Appeals Panel**

A full hearing of the Teaching School's Appeals Panel will take place if the Conduct Panel has referred the matter for a hearing or if you have chosen to dispute the finding of academic misconduct or the penalty. You will be notified at least five days in advance of the time and place of the meeting.

At least two Appeals Panel members will be present at the hearing. The Board meeting will not include any representatives from your school, in order to ensure that its decision-making is independent. It will consider:

- (a) **Whether the evidence is sufficient** to justify the conclusion that you have committed academic misconduct.
- (b) **Whether the proposed penalty is appropriate** in the light of all the evidence and in accordance with the guidelines set out below.

A representative from your school will be present to represent the school perspective. You are also entitled to be present to speak on your own behalf. You may choose to bring a supporter to the Appeals Panel hearing. You may find it helpful to ask a representative from your school to be your supporter, but it can also be, for example, a friend or relative.

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You will be asked to provide the name and capacity in which the supporter is attending in advance. It is not normally expected that you will have legal representation, but if you believe it is justified in the circumstances, you should make these reasons known to the Director of Teaching School, at least three working days in advance of the hearing.

If the Director of Teaching School believes you have established compelling grounds for legal representation, it will be permitted. If you are unable to physically attend the meeting, you may request alternative arrangements such as the use of video-conferencing or an alternative date.

The request should be made at least three days in advance of the meeting to the Director of Teaching School and will be granted at his/her discretion. If it is not possible to make contact with you or if you choose not to attend, the Conduct Panel meeting may go ahead in your absence.

Whether or not you attend, you may submit explanations or evidence about the case in writing at least three days in advance of the meeting, and this will be considered by Board members. You will be informed of the outcome and of any penalty in writing, with reasons, within five working days of the Conduct Panel hearing.

#### **11. Right to Appeal**

If you remain dissatisfied with the outcome, you have the right to appeal to the Chair of the Teaching School's Strategic Board. The appeal should be submitted within ten working days from the date on the outcome letter. It is recommended that you use the "NPQ Appeal" form available on our website:

The only grounds on which you can appeal are as follows:

- (a) **The decision of the Appeals Panel was unreasonable** in the light of the evidence available.
- (b) **The procedure of the hearing was deficient** in a way which materially prejudiced your case.

Your appeal will be reviewed by a representative of the Teaching School's Strategic Board or nominee, and this decision will be final with regard to NPQ procedures.

This review will normally limit itself to the written material relating to the case at all previous stages along with your appeal form; however, the Board's representative (or nominee) reserves the right to interview you and/or other relevant individuals.

You will receive the outcome in writing as soon as possible. At this point, you will receive a letter of notification explaining that you have come to the end of NPQ appeal procedures.

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## **12. Penalties**

The penalty should clearly state:

(a) **How much of your work is affected** (an assessment component or all assessments carried out during a specified period).

(b) **The maximum mark allowed for any repeated attempt** (from the full mark entitlement to a retained mark of 0).

The penalty may be made more or less severe depending on the evidence available. Relevant factors may include amount of your work affected by the academic misconduct, the level of your assessment submission and NPQ qualification, whether you knowingly committed the offence, and the level of deception involved.

You may ask for other factors to be taken into account, but please note that personal difficulties are unlikely to be seen as excusing academic misconduct.

A penalty will not be reduced based on the fact that you ran out of time to complete your work or you mistakenly submitted a draft rather than a final version.

**No mark is awarded for work affected by academic misconduct.**

Re-submitted work may be accepted as sufficient to enable recommendation for moderation and/or the award of the qualification if it satisfies the requirements of a 'serious attempt'.

You may be obliged to undertake an alternative assessment. You will only be permitted to re-submit work where you are entitled to another re-submission attempt in accordance with NPQ assessment regulations.

If the academic misconduct affects re-submitted work, you will not normally be entitled to any further attempts.

**Date of Policy & Procedures:** August 2020

**Version:** 4.0

**Next Review by NPQ Strategic Board:** July 2021

**END**