

## Malpractice and Plagiarism policy

### Staff Malpractice or Plagiarism

All staff members of Complete Tuition involved in the qualification delivery process in any way must meet the standards set out in this policy document. Each employee will receive the required training which will be kept up to date as policy and process adapts and changes.

The staff will:

- Ensure all learners have an equal opportunity to demonstrate their abilities
- Ensure the security of the assessment before, during and after the assessment
- Prevent possible learner malpractice
- Prevent possible administrative failures

Any internal suspicions of malpractice or plagiarism will be dealt with by the Complete Tuition Ltd management team. If it is deemed necessary to protect the integrity of the qualification Complete Tuition will inform the relevant members of the awarding body and will follow their guidance to rectify the situation.

Disciplinary action will be taken against any members of staff found, after investigation, to be in breach of Complete Tuition or the awarding body's policies.

### Learner Malpractice or Plagiarism

If at any point malpractice or plagiarism is suspected of any learner, staff members must record this in the relevant place (this will vary depending on the circumstances) and inform a member of the management team immediately and discreetly.

The management team will then make the decision if it is necessary to inform the awarding body, if there is evidence or strong suspicion that malpractice is involved or the integrity of the examination is at risk the relevant departments at the awarding body shall be informed without delay and any requested information or evidence will be made available to them.

Investigations will be conducted by the relevant members of staff from either Complete Tuition ,under the guidance and instruction of the awarding body, or the awarding body themselves. Should the investigation conclude that malpractice or plagiarism did take place the learner's exam will be voided and any future bookings with Complete Tuition Ltd will be cancelled with no refund due. The learner will not be able to take any further qualifications with Complete Tuition.

Complete Tuition will fully support the awarding body in any further actions they choose to take, supplying and storing any evidence as required by them in line with data protection legislation.