

Logo

School malpractice policy

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- **AIM OF THE POLICY**
- To recognize and reduce the risk of student malpractice
- To quickly respond alleged malpractice with an open mind
- To ensure that reports have been handled with equality, openness, objectively and thoroughly be investigated
- To imply strict measures upto expulsion where proven malpractice
- To protect the integrity of Ship to Shore Institute, its partners, certificates, awards and diploma qualifications

In order to archive this Ship to shore Institute will:

- Try by all means necessary seek to avoid potential malpractice by conducting induction lesson and giving out student hand book that clearly states Ship to shore Institute

's policy on malpractice and the repercussions for attempted and actual incidents of malpractice

- Ensure all students attend lectures physically or online though out the duration of the course either certificate level or diploma so that the required amount of hours is accomplished
- Ensure good tutoring skills are given during practical and theory time so that learners understand pass
- To make sure all case studies are monitored by the lecturer and done at the institute
- To ask student to declare by signing that the case studies are their own work
- To conduct and investigate in a form of commensurate with the nature of malpractice allegation.
- Inform the individual and make sure they are fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible repercussions should malpractice be proven.
- Allow the individual to respond to the allegations made
- Educate the individual of the avenues for appealing against judgement made.
- Record all levels of investigation.

- **DEFINATION OF THE POLICY**

Definition of Malpractice by learners or students

This list is not limited and other instances or occasions of malpractice maybe considered by Ship to shore Institute at its discretion and in collaboration with the Institute validating partners:

- Plagiarism of any nature
- Fabricating results

- Collusion by working collaboratively with other students to produce case studies or assignments that is submitted as individual student's work
- Submitting case studies or assignments from a former student or duplicating it
- False declaration of authenticity in relation to downloading case studies from the internet and declaring that it the student's work
- Impersonating by pretending to someone else or looking for someone else to impersonate as the registered student during practical or theory exams

This policy will be reviewed every 12 months by the Institute's Admission Enrollment Committee

- **PROCEDURE FOR DEALING WITH SUSPECTED MALPRACTICE**
 - Plagiarism of any nature : the submission by a student as their own work of case studies, project assignment, written home assignments while extracted from previous work done by a former student or internet .
 - Fabricating result as at the end of 3months students are given a full report and results of what they have archived, and so one taking the template and creating their own written results and giving them to their guardian as the original report from Ship to Shore Institute
 - Collusion by assisting other students to write their case studies or set up for practicals . collusion may by deemed to have been occured when two or more students submit assignment, case studies or project work which is so alike

in photographs, content in case studies , wording in assignments that the similarity goes beyond what might be reasonable interpreted as mere coincidence constitutes to collusion.

- Submitting case studies or assignments from a former student or duplicating it as all the information is recorded and kept in the school data for 3years is deemed as malpractice

Minor student misconduct may be applied according to the Ship to shore Institute hand book if it's the student's first offence and they have proven that they did not understand the regulations of the institute and the did not do it purposely or its an error.

This can only happen once to a student and therefore cant be repeated again.

The lecturer must report to the senior lecturer who will liase with the principal. The principal will have meeting with the student and the senior lecture and make them aware of the offence and a penalty will be imposed by failing the case study or assessment or project. The student will then be given a second chance to redo the case studies or assessment or project under strict monitoring The final mark and results will be determined by the principal. The principal should finalise authenticity of the student's work

Serious repeated misconduct: the steps are in the Ship to shore student hand book that such cases must be reported with full evidence to the principal who will alert even the board by which the school has been accredited to. This will lead to full investigations being done. Disciplinary hearings will be conducted especially for cases plagiarism and collusion and these may be identified ant time during the duration of the diploma . where more than one student is involved each student shall be treated

the same. Depending with the case and its depth the hearing might then involve calling all students involved as to establish the cause and get to the bottom line of the case. The case is also given to the investigating panel

Investigating panel

It shall involve other senior lectures that are not directly linked to the student

The investigating panel shall also engage the student accused oral and will also ask for the students work above all allow the student to prove themselves innocent by all means. The teacher that has been teaching the student shall not by any means be involved in the investigation.

Decision of the investigating panel:

Where a student has been found guilty in malpractice the following might take place:

- The work of the student may be deemed failed and the student is told by the principal
- If it happens during an international exam day and the external examiner notices the malpractice, the school principal shall allow the examiner to use his or her discretion, accept the final decision made the examiner and alert the student

- **Malpractice and Maladministration of the Institute**

Center Malpractice, maladministration and non-compliance in relation to internal assessments, projects and case studies can include

- Unfair discrimination in assessments on of age, disability,

gender, race etc and failure to make reasonable adjustments for access to assessments

- Collusion with students on how to meet national and international standards
- Unlocked storage of assessments, case studies, exam papers and specimen answers
- Unauthorized copying or distributing of exams or assessments
- Failure to assess or internally verify in accordance to the awarding body requirements
- Failure to comply with the awarding body procedures for maintenance of accurate assessments records
- Failure to record marks on completion of assessments
- Failure to comply with the awarding body for managing and transferring accurate student data
- Deliberate falsification of college result data.

- **Dealing with Malpractice / maladministration**

Usually records and documentation of Malpractice and maladministration must be retained for 3 years. However where there is an appeal to an Awarding Body the timescale is extended to 5years. Records must include:

- A detailed written report with statements of the facts, circumstances of the alleged malpractice/maladministration and what transpired during the investigation carried out by the principal .
- Written records from the staff and students involved
- Internal assessments and verification records related to

the investigation

- Details of the action the institute will take to prevent further similar cases re occurring in future
In cases where the alleged malpractice/maladministration may have involved any criminal activity, a police report must be made by the principal. However if an internal investigation involves criminal prosecution or civil claim all records and documentation should be retained for five years after the case and appeal has been heard.

- **PROCEDURE FOR DEALING WITH ALLEGATIONS OF THE INSTITUTE MALPRACTICE/MALADMINISTRATION**

FIRST LEVEL:

Allegation and institute response

If a staff member suspects the institute malpractice/maladministration they must:

- Alert the principal

- Record in writing full account of the allegation of malpractice /maladministration and any other evidence and hand it over to the principal
- The principal will decide on the course of action which is to either commence an investigation in accordance to the institute malpractice/maladministration protocols and procedures making sure the investigation process is independent and avoids conflicts of interest or withhold signing the marking sheets with marks until the outcome of the full investigation has been completed.
- The review must be concluded and review decision conveyed to all parties involved in the allegation within 3 working days of the receipt of the institute malpractice/maladministration allegation.

SECOND LEVEL:

Investigation –

- Should be done by the principal within 7 working days of the decision to investigate the alleged institute malpractice
- A detailed report of the circumstances surrounding the malpractice/ maladministration , a report of the discussions conducted by students or staff , details of how the investigation was done, the results of the enquiry and recommendations including any remedial action taken to protect the integrity of the institute
- Attaching a written statements gathered from personnel relevant to the investigation
- Identify and attach any further evidence relevant to the investigation, to support any recommended actions

LEVEL 3:

Reports and decision- the principal will decide on which action to take

LEVEL 4:

Communicating the decision – within 7 working days making the decision on the findings from the principal will inform all parties involved in writing and verbally.

LEVEL 5 :

Appeals against malpractice /maladministration decisions- all appeals against the institute will be conducted through the Disciplinary Policy and Procedures .