



Further Education Student and Staff Malpractice Procedures

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Audience:	All Staff and Students studying for a Further Education or Apprenticeship programme
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Document Owner	Head of Quality
Equality Impact Assessment	Yes
Student Friendly Version	No

Revision history

Version	Type (eg replacement, revision etc)	Date	History (reason for changes)
1	New procedures	April 2024	New procedure development
2	Revision	June 2025	Reflecting JCQ guidance

Monitoring and review

This policy will be reviewed by the Senior Leadership Team every three years.

Related Polices/Procedures/Regulations

- Quality Assurance Policy
- [JCQ Malpractice and AI Guidance, Policies and Procedures](#)

Purpose of the Procedures

These Procedures apply to all students, apprentices and staff working at Bradford College who engage in learning or assessment activities.

The College's Quality Policy states that the College will:

- Support academic staff to deliver outstanding learning experiences that inspire, challenge and support students to achieve to their full potential.
- Promote student-centred learning approaches, personalised support and resources that facilitate active engagement and critical thinking.
- Develop and promote a culture of continuous professional development (CPD) to enhance staff's knowledge, skills and expertise.
- Facilitate peer to peer sharing of best practice and establish communities of practice.
- Promote innovative responses to the challenges of providing a truly inclusive education, through active research, scholarship and partnership with stakeholders.

Malpractice is any act, default or practice which is a breach of the regulations or standards that govern assessment delivery and quality assurance. It compromises the integrity of qualifications, the validity of assessments, and public confidence in the College's procedures.

Malpractice may be committed by students, apprentices, staff, or others involved in the assessment process.

Examples of malpractice include, but are not limited to:

- Plagiarism – presenting someone else's work, ideas or words as one's own without proper acknowledgment.
- Collusion – working with others on tasks meant to be completed individually.
- Fabrication of results or evidence.
- Impersonation – pretending to be someone else during an assessment.
- AI misuse.
- Using ICT systems to gain unauthorised access to assessment materials or share answers.
- Staff failure to follow required assessment conditions or to report suspected breaches of authenticity.

Maladministration refers to failures in the administration of assessments, examinations, and quality assurance procedures which may affect the delivery or outcome of qualifications, but are not necessarily intended to deceive.

Examples of maladministration include, but are not limited to:

- Inaccurate or late submission of student assessment data or entries.
- Failing to distribute assessment materials securely or on time.
- Incorrect storage or handling of examination or assessment scripts.
- Allowing students to sit assessments at unauthorised times or locations.
- Providing insufficient supervision or incorrect use of invigilation procedures.
- Failing to apply reasonable adjustments or access arrangements correctly.
- Inadequate record-keeping related to assessment decisions.

Herein these procedures use the term 'Malpractice' to incorporate malpractice and maladministration.

Students enrolled onto qualifications may be accused of malpractice, for example, where staff suspect AI has been used for assessed submissions or assessed work has been plagiarised. Students are required to ensure that all work submitted for assessment is demonstrably their own. Use of AI tools (e.g., ChatGPT, Gemini, Claude, etc.) must be explicitly acknowledged using an appropriate citation format and must not substitute the student's independent demonstration of learning outcomes.

AI misuse by students includes:

- Copying or paraphrasing AI-generated content without acknowledgment.
- Relying on AI in a way that prevents independent demonstration of knowledge and understanding.
- Submitting fabricated or unverifiable references generated by AI.

Staff commit malpractice if they knowingly allowing the misuse of AI in creation of learner work.

Additionally, Bradford College staff may be accused of malpractice where they are responsible for the conduct, administration or quality assurance of examinations and assessments. This process applies to any suspected malpractice by students or staff on a taught further education programme or apprenticeship.

Bradford College is committed to ensuring a high-quality learning experience for all students. The College's mission to work together to transform lives sits within a culture in which all staff feel inspired, motivated and supported to excel in their practice.

Roles and Responsibilities

The Vice Principal Quality, Learning & Teaching is responsible for:

- Developing and disseminating the Quality Policy and associate procedures.
- Ensuring that policy, procedure and processes meet the needs of all awarding bodies, PSRBs, students and stakeholders.

The Head of Quality is responsible for:

- Writing, reviewing and updating the Malpractice procedures.
- Nominating a suitable Investigating Officer for suspected staff malpractice.
- Nominating a suitable Investigating Officer for suspected student and apprentice malpractice.

The Quality department is responsible for:

- Notifying the Awarding Body of malpractice according to their policies.
- Providing support and guidance to the process through advice where required.
- Providing templates and resources to investigate malpractice.

The Investigating Officer is responsible for:

- Conducting an investigation into staff or student malpractice.
- Informing staff or students of the investigation outcome in writing.
- Providing evidence to the Head of Quality (or nominee) in the event of a staff member or student appealing the investigation outcome.

The relevant Tutor/Assessor that suspects student malpractice is responsible for:

- Gathering evidence regarding suspected student malpractice, including use of AI/plagiarism detection tools.
- Submitting cases of suspected of malpractice in writing to Head of School or Curriculum Area Manager.

The relevant Head of School or Curriculum Area Manager are responsible for:

- Informing the Quality department of suspected malpractice.
- Investigating the suspected malpractice if nominated by the Quality Department to do so.
- Informing the student and Quality department in writing of the outcome of the investigation.

All Teaching staff including Tutors, Assessors, Heads of School or Curriculum Area Managers are responsible for:

- Ensuring students are fully aware of Bradford College's Malpractice procedure and the consequences for malpractice prior to any formative or summative assessment activities.
- Adhering to Bradford College's, JCQ's and Awarding Body Regulations around the delivery of assessments and verification of authenticity of assignments.
- Ensuring they are suitably trained for the assessment duties they perform.
- Avoid using AI tools as the sole mechanism for marking.
- Identify suspected AI misuse by comparing student submissions with known standards of ability, using AI-detection tools when appropriate

The Learning, Development and Innovation team is responsible for:

- Providing training on avoiding and detecting malpractice.

The Student Union is responsible for:

- Providing support and guidance to students during the malpractice process

The Human Resources Department is responsible for:

- Supporting staff in the event of an investigation into malpractice to ensure that all appropriate procedures are followed.

Related documents

Quality Assurance Policy

Malpractice Investigation Process

Staff Development Procedures

Further Education Appeals Procedures

Student Positive Behaviour Policy and Procedures

Staff Disciplinary Procedures

[JCQ Malpractice and AI Guidance, Policies and Procedures](#)