BIG CREATIVE EDUCATION APPRENTICESHIPS TRAINING ACADEMY
Ofsted Outstanding Provider
BIG CREATIVE ACADEMY
CLIFTON AVENUE
WALTHAMSTOW
LONDON, E17 6HL
TEL: 020 8498 3300
WWW.BIGCREATIVE.EDUCATION

ASSESSMENT MALPRACTICE POLICY

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Approved by the Principal

1. Introduction

1.1 Malpractice consists of those acts that undermine the integrity and validity of assessment, the certification of qualifications and/or damage the authority of those responsible for conducting the assessment and certification.

1.2 Big Creative Academy does not tolerate actions (or attempted actions) of malpractice by learners or staff in connection with any qualifications.

1.3 The Academy may impose penalties and/or sanctions on learners or curriculum areas where incidents (or attempted incidents) of malpractice have been proven

2. Briefing Note on Assessment Malpractice

2.1 All staff must be vigilant regarding assessment malpractice and where malpractice occurs it must be dealt with in an open and fair manner. The policy on malpractice aims to:

- define malpractice in the context of assessment and certification for any qualifications
- set out the rights and responsibilities, with regard to malpractice, of the learner and staff.

2.2 In the interest of learners and staff, the Academy will respond effectively and openly to all requests for an investigation into an incident or a suspected incident of malpractice.

2.3 Big Creative Academy exists to provide and extend education and training amongst the communities it serves. An important aspect of academic endeavor is recognition of the effort and work of the individual learner. As such, the Academy views attempts to falsely claim the achievements of others as one's own as a serious academic offence and has policies and procedures to deal with such actions in a fair and just manner.

2.4 Academic offences are defined as:

(a) Cheating in an examination: Copying from the work of other learners, obtaining help from other learners in a way that contravenes the regulations for the examination, bringing into the examination any unauthorised materials, or referring during the examination to any unauthorised material, or any form of impersonation.

(b) Plagiarism: This means copying work from any other source published, in a manner not authorised by the regulations for assessment and presenting the copied work as if it were the learner's own work. Work presented by a learner in assessment must be
the learner's own, and where exceptions are permitted, any such exceptions must be clearly identified and the source fully acknowledged (including downloads from any internet site). Submitting work with intentionally incomplete or misleading references or bibliographies is also considered plagiarism.

(c) Fabrication of information: This is the presentation of any false or fabricated information, results or conclusions in any form of assessment, including practical or field work studies, oral presentations, unpublished work, and including the work of fellow learners, interviews and reports from work placements, etc.

(d) Collusion: This is the deliberate and intentional collaboration, without official approval, between two or more learners in the development and production of work that is eventually submitted by each learner, in a substantially similar and/or identical form; and is presented by each learner to be the outcome of his or her individual efforts. Collusion also occurs where there is unauthorised co-operation between a learner and another person, in or outside of the Academy, in the preparation and production of work, which is ultimately presented, as the learner's own.

(e) Use of Artificial Intelligence (AI): (taken from UAL guidance) The use of AI has become more prevalent due to continual advances in technology. Examples of AI misuse include, but not limited to, the following:

a. Copying or paraphrasing sections or whole responses of AI generated content so that the work is no longer the learners' own work
b. Using AI to complete parts of the assessment so that the work does not reflect the learner's work, analysis, or evaluation
c. Using AI to create images and submitting them as the learner's own work
d. Failing to acknowledge use of AI tools when they have been used as a source of information.

3. Action to be Taken at the Time of any Suspected Offence

3.1 Cheating in Examinations: If an invigilator in an examination has cause to suspect any learner of cheating, for example by the discovery of unauthorised

books or papers brought into the examination, these will be confiscated when discovered and any work done by the learner up to that time will be suitably annotated. The learner will, however, be allowed to complete the examination. At the end of the examination the learner may be asked for an explanation. Unless a totally satisfactory response is received, the invigilator will submit a written report to the Examinations Officer. This report will include a description of the evidence that cheating has occurred, together with details of the learner's name, the date and time of the examination and any other relevant information. Where material is confiscated this material should be presented along with the written report. The Examinations Officer will forward this information to the examining body in line with Examination Regulations.

3.2 Plagiarism/Fabrication: Where a member of teaching staff marking an assessment, or otherwise associated with the presentation of an assessment, suspects plagiarism, fabrication or collusion of information, the matter will be reported to the relevant Curriculum Lead, via a written report. The written report must include the appropriate details, including the nature of the alleged offence and the evidence for suspecting it. The Learning and Behaviour Policy will then be followed.

3.3 Collusion: Where a member of teaching staff marking an assignment, or any piece of work associated with the assessment of modules, suspects unauthorised collusion in
the production of that piece of work, between two or more learners, the matter will be reported to the relevant Curriculum Lead responsible for the programme via a written report. The written report should include: the nature of the alleged offence; the names of the learners suspected of colluding; and the evidence upon which the allegation is based. The Learning and Behaviour Policy will then be followed.

3.4 Use of Artificial Intelligence (AI): Where a member of teaching staff marking an assessment, or otherwise associated with the presentation of an assessment, suspects use of AI intentionally not acknowledged, the matter will be reported to the relevant Curriculum Lead, via a written report. The written report must include the appropriate details, including the nature of the alleged offence and the evidence for suspecting it. The Learning and Behaviour Policy will then be followed.

4. Guidance on assessment malpractice

4.1 Big Creative Academy requires assessors to ask learners to declare that their work is their own, for instance:-

- for internally assessed units, assessors are responsible for checking the validity of the learner's work.
- for UAL/NVQ/BTECs learners must provide a written declaration that the evidence is authentic and that the assessment was conducted under the requirements of the assessment specification.

4.2 The Academy will take positive steps to prevent or reduce the occurrence of learner malpractice. These steps will include:

(a) using the induction period and the learner handbook to inform learners of the Academy's policy on malpractice and the penalties for attempted and actual incidents of malpractice
(b) showing learners the appropriate formats to record cited texts and other materials or information sources including websites. Learners should not be discouraged from conducting research; indeed evidence of relevant research often contributes to the achievement of higher grades. However, the submitted work must show evidence that the learner has interpreted and synthesised appropriate information and has acknowledged any sources used.
(c) introducing procedures for assessing work in a way that reduces or identifies malpractice, e.g. plagiarism, collusion, cheating, etc. These procedures may include:
    a. periods of supervised sessions during which evidence for assignments/tasks/coursework is produced by the learner
    b. altering assessment assignments/tasks/tools on a regular basis
    c. the assessor assessing work for a single assignment/task in a single session for the complete cohort of learners
    d. using oral questions with learners to ascertain their understanding of the concepts, application, etc. within their work
    e. assessors getting to know their learners' styles and abilities, etc.
    f. ensuring access controls are installed to prevent learners from accessing and using other people's work when using networked computers.

5. Learner malpractice

5.1 Attempting to or actually carrying out any malpractice activity is not permitted by Big Creative Academy. The following are examples of malpractice by learners; this list is not exhaustive and other instances of malpractice may be considered by the Academy at its discretion:

(a) **Plagiarism** by copying and passing off, as the learner's own, the whole or part(s) of another person's work, including artwork, images, words, computer generated work (including Internet sources), thoughts, inventions and/or discoveries whether published or not, with or without the originator's permission and without appropriately acknowledging the source. This includes the use of AI.
(b) **Collusion** by working collaboratively with other learners to produce work that is submitted as individual learner work. Learners should not be discouraged from teamwork, as this is an essential key skill for many sectors and subject areas, but the use of minutes, allocating tasks, agreeing outcomes, etc are an essential part of team work and this must be made clear to the learners
(c) **Impersonation** by pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an

assessment/examination/test

(d) **Fabrication** of results and/or evidence
(e) **Failing** to abide by the instructions or advice of an assessor, a supervisor, an invigilator, or awarding body conditions in relation to the assessment/examination/test rules, regulations and security
(f) **Misuse** of assessment/examination material
(g) **Introduction** and/or use of unauthorised material contra to the requirements of supervised assessment/examination/test conditions, for example: notes, study guides, personal organisers, calculators, dictionaries (when prohibited), personal stereos, mobile phones or other similar electronic devices
(h) **Obtaining,** receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking or written papers/notes during supervised assessment/examination/test conditions
(i) **Behaving** in such a way as to undermine the integrity of the assessment/examination/test
(j) **Alteration** of any results document, including certificates
(k) **Cheating** to gain an unfair advantage.
(l) **Practices of Artificial Intelligence (**AI) intentionally without acceptable acknowledgement

6. Big Creative Academy Staff Malpractice

6.1 The following are examples of malpractice by Academy staff. The list is not exhaustive and other instances of malpractice may be considered by the college at its discretion:

(a) Failing to keep any awarding body mark schemes secure
(b) Alteration of any awarding body mark schemes
(c) Alteration of any awarding body's assessment and grading criteria.
(d) Assisting learners in the production of work for assessment, where the support has the potential to influence the outcomes of assessment, for example where the assistance involves the Academy's staff producing work for the learner
(e) Producing falsified witness statements, for example for evidence the learner has not generated
(f) Allowing evidence, which is known by the staff member not to be the learner's own, to be included in a learner's assignment/task/portfolio/coursework
(g) Facilitating and allowing impersonation misusing the conditions for special learner requirements, for example where learners are permitted support, such as an amanuensis, this is permissible up to the point where the support has the potential to influence the outcome of the assessment
(h) Failing to keep learner computer files secure

(i) Falsifying records/certificates, for example by alteration, substitution, or by fraud fraudulent certificate claims, that is claiming for a certificate prior to the learner completing all the requirements of assessment
(j) Failing to keep assessment/examination/test papers secure prior to the assessment/examination/test
(k) Obtaining unauthorised access to assessment/examination/test material prior to an assessment/examination/test.

6.2 The Disciplinary Policy and Procedure will be applied to investigate and deal with alleged staff malpractice. A senior manager will decide if the relevant awarding body will be contacted.

6.3 If the Academy discovers or suspects anyone of malpractice, it will make the individual fully aware (preferably in writing) at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.

6.4 If the Academy is alleging an individual may have been involved in act of malpractice, then the Academy must give the individual the opportunity to respond (preferably in writing) to the allegations made. The Academy will also inform such individuals of the avenues for appealing should a judgment be made against them.

6.5 It may be necessary during this process to notify the funding authorities. The Academy may have to notify the police in some cases of malpractice.

6.6 It is accepted that awarding bodies may apply sanctions to Big Creative Academy.

Note: This policy must be read in conjunction with any guidance, policy or briefing note issued by an awarding body.